

STYLE MANUAL

OF THE
UNITED STATES
GOVERNMENT PRINTING OFFICE

REVISED EDITION



MARCH 1933



STYLE MANUAL

OF THE
UNITED STATES
GOVERNMENT PRINTING OFFICE

ISSUED BY THE PUBLIC PRINTER UNDER AUTHORITY
OF SECTION 51 OF AN ACT OF CONGRESS
APPROVED JANUARY 12, 1895

REVISED EDITION
MARCH 1933
APRIL 1933



WASHINGTON : 1933

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UNDER DIRECTION OF THE PUBLIC PRINTER

GEORGE H. CARTER

EXTRACT FROM
THE PUBLIC PRINTING LAW
OF JANUARY 12, 1895

SECTION 51. The forms and style in which the printing or binding ordered by any of the departments shall be executed, and the material and the size of type to be used, shall be determined by the Public Printer, having proper regard to economy, workmanship, and the purposes for which the work is needed (U.S.C., title 44, sec. 216).

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LETTER OF TRANSMITTAL

WASHINGTON, *February 7, 1933.*

HON. GEORGE H. CARTER,

Public Printer, Government Printing Office,

Washington, D.C.

DEAR SIR: Transmitted herewith is the proof of the proposed text of the new Manual of Style. Your Style Board and the Departmental Advisory Board unanimously recommend its adoption and publication.

The draft as recommended comprises certain prior decisions by you, general principles governing each element of style, a few simple rules based upon these principles, and examples illustrating the application of the principles and rules.

In compliance with your request a thorough revision has been attempted. That agreement upon details was not always unanimous is to be expected as long as style usages are in an experimental stage in which basic principles are incomplete or do not fully recognize purpose as the determining factor.

The English language is changing and your advisory groups have not ignored obvious trends in American usages, such as reducing punctuation consistently with clearness; rationalizing word formation, especially of compound words; wider use of the explicit arabic numerals as found desirable in technical text; reduced capitalization of common nouns derived from proper nouns, and liberalization of capitalization in titles where a distinct purpose is served, and other trends.

General principles constitute a novel element in style-manual practice. It was found wise to base rules of style on fundamental principles found or formulated as criteria for case decisions. Established practice, however, may resist change even where the rational decision is clear.

We emphasize the belief that rational principles based upon purpose to be served will bring about an enduring regularization of style to the extent possible in a developing language. It is believed that such principles should eventually replace personal judgment, even of experts, and case decisions based on arbitrary rules. The new Manual of Style hereby submitted will, it is believed, be a step in this direction.

The individual members of your advisory boards in reaching unanimity in recommending the new Manual as a whole necessarily gave up personally preferred usages to gain a more logical basis or a more nearly perfect agreement. It is hoped that all changes in usage will be found clearly in the direction of an improved style.

Respectfully submitted.

MEMBERS OF STYLE BOARD:

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Government Printing Office.
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Assistant Foreman Proof Section,
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Department of the Interior.
- FRANK D. SMITH,
Assistant Chief of Publications,
Department of Agriculture.
- W. P. TRUE,
Editor, Smithsonian Institution.

¹With reservations.

PREFACE

Section 12 of the act of Congress of June 25, 1864 (13 Stat.L. 186), provided that—

The forms and style in which the printing or binding ordered by any of the departments shall be executed, the materials and size of type to be used shall be determined by the Superintendent of Public Printing, having proper regard to economy, workmanship, and the purposes for which the work is needed.

The same language was repeated in section 51 of the Printing Act of January 12, 1895 (U.S. Code, title 44, sec. 216), except the title of Superintendent of Public Printing was changed to Public Printer.

In compliance with the law, numerous editions of Style Manuals containing information and rules concerning uniformity in Government printing have been issued at various times during the last half century.

In earlier years of the Government Printing Office, rules of style were posted for the information of compositors and proofreaders. Rules governing the printing of patent specifications, with a list of words and technical terms used by the Patent Office, were published in 1887 by the Government Printing Office. This Style Manual was revised and reissued in 1896. In the meantime, a Manual of Style Governing Composition and Proofreading in the Government Printing Office was prepared under the direction of the Public Printer and published in 1894. This book was the beginning of the regular series of Style Manuals for Government printing.

The Manual issued in 1894 contained 40 pages of rules relating to orthography, capitalization, compounding, tabular work, bills and other congressional publications, and suggestions for compositors, readers, and revisers. The preface to the first Style Manual stated that "clear and positive rules for composition and proofreading are needed in printing offices to prevent confusion and unnecessary delay and expense." Department editors were requested to make their copy conform as nearly as possible to the style presented in the Manual.

The Style Manual issued in 1900 contained 194 pages, the greater part of which consisted of decisions of the United States Board on Geographic Names. It is interesting to note that the 1903 Manual

retained the names of type sizes instead of using the point system, which it prophetically stated "is apparently destined to entirely supersede the old system."

The 1908 Manual of Style was "for use of copy editors, proof-readers, operators, and compositors engaged in the production of executive, congressional, and departmental publications." The list of Geographic Board decisions was omitted from this edition.

The Style Book of 1911 was designated as "a compilation of rules governing executive, congressional, and departmental printing, including the Congressional Record," and this language was repeated in subsequent revisions.

The revision of the Style Manual in 1922 was formally approved by the Joint Committee on Printing and was also approved and adopted by the Permanent Conference on Printing as "the style to be followed in all Government departments and independent bureaus on and after February 15, 1922." Revised editions were printed in 1924 and in 1926.

Heretofore all compilations and revisions of the Style Manuals have been made by a board composed exclusively of members chosen from the personnel of the Government Printing Office. An innovation was undertaken by the Public Printer in the preparation of the present Manual. By letter of September 23, 1929, the Public Printer invited the heads of several Government departments and establishments to appoint representatives on an advisory board to cooperate with the permanent Style Board of the Government Printing Office in a complete revision of the Manual. In acceptance of this invitation, the Secretary of State, the Secretary of Commerce, the Secretary of Agriculture, the Secretary of the Interior, and the Secretary of the Smithsonian Institution kindly designated especially competent representatives to cooperate with the board of the Government Printing Office.

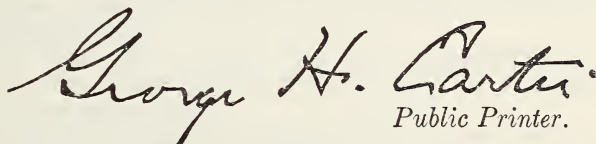
The two boards have worked diligently for many months in assembling data, studying authorities, formulating rules, and making decisions for this comprehensive Manual which, it is hoped, will materially improve the style of Government printing, as well as effect necessary economies in copy editing and authors' alterations.

It is gratifying to note that the letter transmitting the text of the new Style Manual has been signed by all the members of the two boards with a notation of reservations by only one member.

The Public Printer has accepted the report as submitted with the exception of a few modifications which he believes are essential to preserve the necessary uniformity in Government printing and to secure essential economies. The modifications of importance relate to the use of diacritical marks in geographic names and to a definite authority for spelling. The Public Printer believes that diacritical

marks in geographic names are not essential to general printing for the American people and that their adoption would unnecessarily increase the cost of Government printing. The Public Printer is also of the opinion that, following the uniform requirement of all Style Manuals issued in the last 40 years, a definite authority for spelling must be recognized by the Style Manual.

In submitting the new Manual for determining the forms and style in which printing or binding ordered by any of the departments shall be executed, as required by law, the Public Printer desires to express his thanks to the members of the departmental and the Government Printing Office boards whose diligent and efficient efforts made this book possible, and to the heads of the Government establishments who so generously cooperated with the Public Printer in the designation of members of the Advisory Board.


Public Printer.

MARCH 1, 1933.

SUGGESTIONS TO AUTHORS AND EDITORS

This Style Manual is intended to facilitate Government printing. Careful observation of the following suggestions will aid materially in expediting publication and reducing printing expenditures. As a general rule, copy will be printed in conformity with this Style Manual, unless otherwise authorized by the Public Printer.

Copy should be carefully edited in accordance with the style here laid down before being sent to the Government Printing Office. Changes on proof sheets add greatly to the expense and delay the work.

Copy should be sent flat, with the sheets numbered consecutively, and typewritten, if possible, on one side of the paper only unless reprint. If both sides of reprint copy are to be used, a duplicate must be furnished if available.

Each page should begin with a paragraph. If a paragraph runs over to another sheet, the sheets will be cut and pasted by the copy editor to retain the paragraph intact.

Tabular matter should be written on sheets separate from the text, as it is handled separately during composition.

Legible copy, not faint carbon copies, must be furnished. This is most essential for copy in foreign languages and copy containing figures.

Proper names, foreign words, and technical terms should be written plainly and verified. Signatures and figures should be written plainly.

Manuscript and typewritten copy in a foreign language should be marked accurately to show capitalization, punctuation, accents, etc.

Reference marks in text and tables should be arranged consecutively from left to right across each page. (See table, p. 86.)

Photographs, drawings, etc., for illustrations should accompany the manuscript, each bearing the name of the publication in which it is to be inserted and the figure or plate number. The proper place for each text figure should be indicated on the copy by inserting its number and title.

A requisition for work containing illustrations must be accompanied by a letter certifying that the illustrations are necessary and relate entirely to the transaction of public business (U.S.C., title 44, sec. 118). The total number of illustrations and the processes of reproduction desired should also be indicated. Instructions should be given on the margin of each illustration if enlargement or reduction is necessary.

If a publication is composed of several parts, a scheme of the desired arrangement must accompany the first installment of the copy.

Samples should be furnished if possible. They should be plainly marked, showing whether they illustrate the desired style of type, size of type page, paper, trim, lettering, or binding.

All corrections should be made on first proofs submitted, as later proofs are intended for verification only. Plate corrections will be made only when absolutely necessary.

Corrections should be marked on the margins of a proof sheet opposite the indicated errors, not by writing over the print or between the lines. All queries on proof must be answered.

Corrections in proofs read by authors or department readers must be indicated as follows:

⊙	Period.
,	Comma.
-	Hyphen.
:	Colon.
;	Semicolon.
'	Apostrophe.
"	Quotations.
□	Em quadrat.
¹ / _m	One-em dash.
² / _m	Two-em parallel dash.
∩	Push down space.
⊂	Close up.
√	Less space.
^	Caret—left out, insert.
9	Turn to proper position.
#	Insert space.
E or J	Move to left or to right.
∏ or ∟	Move up or move down.
tr.	Transpose.
— or stat.	Let it stand.
8	Dele—take out.
⊗	Broken letter.
¶	Paragraph.
No ¶	No paragraph.
w. f.	Wrong font.
✓ or eq. #	Equalize spacing.
≡ or caps.	Capitals.
= or s. c.	Small capitals.
l. c.	Lower-case.
^ or 1	Superior or inferior.
— or ital.	Italic.
rom.	Roman.
[]	Brackets.
()	Parentheses.

TYPOGRAPHICAL ERRORS

6: pt. ital. caps

11 ✓ *d.c.* It does not appear that the earliest printers had
 any method of correcting errors before the form
 was on the press. The learned The learned correctors
 of the first two centuries of printing were
 not proofreaders in our sense; they were rather
 what we should term office editors. Their labors
 were chiefly to see that the proof corresponded to
 the copy, but that the printed page was correct
 in its latinity, that the words were there, and
 that the sense was right. They cared but little
 about orthography, bad letters, or purely printer's
 errors, and when the text seemed to them wrong
 they consulted fresh authorities or altered it on
 their own responsibility. Good proofs, in the
 modern sense, were not possible until professional
 readers were employed, men who had first a
 printer's education, and then spent many years
 in the correction of proof. The orthography of
 English, which for the past century has under-
 gone little change, was very fluctuating until after
 the publication of Johnson's Dictionary, and capi-
 tals, which have been used with considerable reg-
 ularity for the past 80 years, were previously used
 on the miss or hit plan. The approach to regu-
 larity, so far as we have, may be attributed to the
 growth of a class of professional proofreaders, and
 it is to them that we owe the correctness of mod-
 ern printing. More errors have been found in the
 Bible than in any other one work. For many gen-
 erations it was frequently the case that Bibles
 were brought out stealthily, from fear of govern-
 mental interference. They were frequently
 printed from imperfect texts, and were often mod-
 ified to meet the views of those who published
 them. The story is related that a certain woman
 in Germany, who was the wife of a printer, and
 had become disgusted with the continual asser-
 tions of the superiority of man over woman which
 she had heard, hurried into the composing room
 while her husband was at supper and altered a
 sentence in the Bible, which he was printing, so
 that it read Narr instead of Herr, thus making
 the verse read "And he shall be thy fool" instead
 of "And he shall be thy Lord." The word, not
 was omitted by Barker, the King's printer in En-
 gland in 1632, in printing theseventh commandment.
 He was fined £3,000 on this account.

e

1 ✓ ✓

3/8

stat.

3/tr

3/8

w.f.

lead.

lead.

Out; see copy.

h

l.c./who

11

6/12

3/12

over

4/2

GENERAL INSTRUCTIONS

EDITING COPY

The first duty of copy editors is to mark those things which are not readily understood and to indicate headings, indentions, dashes, new pages, new odd pages, and such other matters as are necessary to give the completed book a good typographic appearance. They must indicate point size and type series on copy, and whether matter is to be leaded or double-leaded, etc.; verify folio numbers; and plainly indicate references, footnotes, cut-ins, etc. Copy not otherwise marked will be set in 10-point solid.

It is not absolutely necessary to mark again anything that has been plainly indicated at the beginning of a sheet, as the preparation is to be followed if the same thing should appear more than once on the sheet; but on copy marked "follow" the preparation must be carried throughout.

Copy that is ordered to be kept clean and returned intact must be marked as lightly as possible, so that erasures may be easily made.

Copy editor's instructions, which accompany each job, are written to cover the general style and certain peculiarities or deviations from style. These instructions must be followed.

The following rules apply to all copy:

Abbreviations

In marking abbreviations to be spelled, copy editors must show what the spelled form should be, unless the abbreviations are common and not susceptible of two constructions.

Capitalization

Unusual forms of capital and lower-case letters must be indicated.

Date lines, addresses, and signatures

Copy editors must mark caps, small caps, italic, abbreviations, and indentions; also indicate where lines are to be broken if necessary.

Decimals

In figure columns containing decimals editors must indicate at the top of each folio of a continued table the number of decimal places necessary to aline the points.

Folioing and stamping copy

Folio numbers should be placed in the upper right-hand corner, preferably half an inch from the top.

All other stamping—type size, measure, etc.—should be placed in the upper left-hand corner.

Divided tables that have to be cut or that continue on more than one sheet of copy must be folioed down the first divide to the end of the table and continue on the next divide to the end.

Footnotes and references

Footnotes and references, in general (see p. 107) run consecutively from 1 to 99 and then begin with 1 again. Copy editors must see that references and footnotes are plainly marked and indicate if they are to be set in half or third measure. On a job that is not completed the last footnote number must be given to the chief copy editor, who will enter it on his copy book, so that there will be no question as to the next footnote number. (See Page and stone revising, p. 10; Reference marks and footnotes, p. 107.)

If a reference is repeated on another page, it should carry the original footnote; but to avoid repetition of a long note, the copy editor may use the words "See footnote 3 (6, 10, etc.) on p. —" instead of the entire footnote.

Headings

The type to be used for all headings must be marked—case number or size of type, indicating whether italic, small caps, or caps and small caps.

Pick-up

The jacket number of a job from which matter is to be picked up must be indicated.

Reprint copy

The copy editor must ascertain whether reprint can be picked up. Old signature and folio lines on reprint copy must be killed. Uniform style must prevail on new matter and reprint.

Signs, symbols, etc.

In text and tables all signs, symbols, dashes, superiors, etc., must be plainly marked; names of Greek letters must be written, as they are frequently mistaken for italic or symbols.

The symbols A1, C1, T1 are sometimes mistaken for A1, C1, T1, in typewritten matter. Copy editors must indicate whether the second character is a letter or a figure.

COMPOSITION

Compositors and operators must study carefully the rules governing composition. A failure to do this will show plainly on the proof.

In resetting new matter or inserts on a pick-up, the compositor or operator must indicate with a pencil what portion was actually reset.

Every precaution must be taken to prevent the soiling of proof sheets, as it is necessary for the reviser to see clearly every mark on the margin of a proof after it has been corrected.

Corrections queried in a ring must not be made, as such queries are intended for the author.

After a proof is read the first time, if a word or line is pied or a drop-out occurs, the workman must call attention to it in writing on the latest proof sheet. If a proof sheet is not available or immediately at hand, the types involved must be placed feet uppermost when returned to position. This direction is intended for all who handle type.

In correcting matter set on the linotype machine, care must be taken to insert corrected type slugs in their proper places and to remove only

such type slugs as are necessary. Matter must be "run down" to see that lines have not been duplicated, transposed, or eliminated. If the corrector is in doubt, he must read the slugs.

In order to insure accuracy and to save time, the operator must indicate all portions that have been reset.

READING AND COPYHOLDING

Foremen of composing sections must see that the copy editor's instruction sheet is sent to the Proof Section with the first installment of each job.

Readers must consult the copy editor's instruction sheet.

Speed is desirable, but accuracy is of first importance.

The reader should see that the rules governing spacing, division of words, and good printing generally have been observed. The reader who passes bad spacing will be held at fault.

If the reader detects inconsistent and erroneous statements, obviously made by the writer through lapse of memory or slip of the pen, it is his duty to correct them. He must know, not guess, that they are errors, and he must be prepared, if called upon, to vindicate by recognized authority the soundness of his correction. If he does not know, he must query.

If the grammatical construction of a sentence or clause is questioned by a reader and it seems desirable to change the form, he must indicate the proposed correction, add a query mark, and enclose all in a ring. If a statement of fact is thought erroneous or doubtful he must underscore the matter in doubt and write "Author verify" enclosed in a ring in the margin. It is not enough to write only a query in the margin; the reason for the query must be clearly shown. If there is little doubt, the correction should be made, but a query enclosed in a ring must be written beside the correction, to call the author's attention to it.

A query appearing on copy must be carried to the author unless readers can definitely answer it.

Proofs that are not clearly printed or are in any manner defective must be called to the attention of the Foreman of the Proof Section.

The manner in which correction marks are made on a proof is of considerable importance. Straggling, unsymmetrical characters, disconnected marks placed on the margins above or below the lines to which they relate, irregular lines leading from an incorrect letter or word to a correction, large marks, marks made with a blunt pencil, indistinct marks, and a frequent use of the eraser to obliterate marks hastily or incorrectly made are all faults to be avoided.

In reading proof of wide tables, the reader should place the correction in white space as near as possible to the error, thus aiding all who have occasion to handle the proof afterward. He should obliterate entirely a broken or defective figure and rewrite it in a ring. He should not mark transpositions in little-known words or in figures, but write the letters or figures in the order in which they are to appear.

In marking errors in display type the case number must be indicated.

Readers must draw a ring around footnote references in proof, as an aid to the maker-up.

On discovering evidence of any wrong-font matrices readers must immediately inform the deskman, who will at once notify the foreman.

Readers must not make important changes in indentions or tables without consulting the referee.

The marks of the copy editor must be given consideration by all, as he is in a position to know more about the peculiarities of a job than one who reads but a small portion of it.

Instructions on copy as to the confidential nature of work, number of proofs, size of paper, number of copies, location of illustrations, new pages, new odd pages, etc., must be carried on proof sheets by readers.

Folios of copy must be "run" by the copyholder. This applies to all work.

In reading copy an unnecessarily loud tone of voice must be avoided. Short words are as important as long ones and should be pronounced distinctly. Plurals must be clearly sounded, and unfamiliar names of persons or geographic designations must be pronounced distinctly or read by letters.

MAKING-UP

In making up the page, the gage should be long enough to allow a 10-point blank at the bottom.

Before beginning his work the maker-up must ascertain the length of type page and style of folios to be used. He should also know whether work is to be printed from type or plates. If the work is to be printed from type or flat plates, it must be made up with a 10-point slug at bottom, but if necessary can be made a flush page; if from curved plates, no flush pages should be made, the longest to be 4 points shorter than the gage.

If it is found necessary to make a page a few lines short, the facing page should be of approximately equal length if the text permits.

A blank or sink of 72 points should be left at the head of each new odd or even page and kept uniform throughout the book.

Contents, lists of illustrations, the preface, or any other matter that makes a page in itself, should be placed 12 points or more nearer the top than the bottom, the difference depending upon the length of page. (See p. 11, par. 14, for standard make-up of Government publications.)

If top center folio is used, the folio on a new page must be placed in the center, at the bottom, enclosed in parentheses.

In "cleared" indexes the words being cleared must be repeated at the top of the column or page.

Continued heads over tables and leader work must be condensed into one line if possible.

Footnote references should not be repeated in box heads or in continued lines over tables unless special orders are given to do so, but they must be repeated after continued lines in stubs.

Six-point notes above tables should be enclosed in brackets and are not repeated with continued heads unless they are needed on each page for the sake of clarity.

For arrangement of footnotes, see paragraph 16, page 11.

Unless other type is indicated, legends for illustrations should be set in 6-point roman, lower-case.

Legends and explanatory matter with illustrations are set full measure unless text is to be run at the side or unless the illustration is wider than full measure.

Legends for illustrations that run lengthwise of the page, broad tables, etc., must read up.

Center heads, whether in black face, caps, small caps, or italic, should have more space above than below. Uniform spacing should be maintained throughout the page; if this is not possible, the space above and below the center lines should be reduced, commencing at the bottom of the page.

In making up a page of two or more reading columns with an illustration more than one column in width, the text should be broken so that it will read from above the illustration to the same column below. If a table occurs under the same conditions, the text should double up above it.

IMPOSITION

A page is considered the unit of a signature, the two companion pages the unit in imposition. Whether the imposition is from the outside or inside, a long or a broad form, work and turn or sheet-wise, these companion pages are never separated; their position is determined by the fold.

To illustrate further the fact that these companion pages are the unit of imposition, it will be found when determining margins that these two pages are always printed in the center of the untrimmed sheet, as regards outer margins, when it is divided into halves, quarters, eighths, or sixteenths. For example, a sixteen is to be made up to 24- by 38-inch paper, side wire-stitched, the half of which the 24-inch way is 12 inches. The width of the two type pages, say, is 48 ems of 12-point, or 8 inches, and the back is 10 ems of 12-point, or 1½ inches, leaving 2¾ inches to be used as margin, one half of which is to go on the outside of each printed page (1¼ inches, or 7 ems of 12-point), making 12 inches in all.

The other two companion pages that go to make up the quarter of the sixteen are likewise printed in the center of the quarter sheet, which is 19 inches, one half of the 38-inch way. It will thus be observed that two pages were used to get the outside margins and another multiple of two (four) to get the bottom margins.

Margins should be governed by the trimmed book and not by the untrimmed sheet. The gutter or back margin should be such that it will bring the pages nearly in the center of the open printed book without using fractional parts of 12 points, putting the excess space in the outer margins, except in books that are to be side-stitched with wire, in which 12 points additional per page must be allowed for space that will be taken up. The margins should be so planned that when the book is delivered from the binder the back margin is less than the outside. In adopting the type page and trim allowances stated herein, the economical use of stock has been considered. The type page has been made as large as possible. The top margin of the trimmed book should be at least 3 ems of 12-point, and the bottom margin at least 4 ems of 12-point. The outside margin should be at least 1 em of 12-point greater than the back but not wider than the bottom margin.

If a running head is used, the head margin should be the same as the back; but if a center folio is used, that line and the slug below it should be counted as part of the margin.

If a book makes less than 80 pages (weight of paper to be considered) and is not to be sewed, it should be imposed as an inset for saddle-stitching, with gutter margin same as a sewed book.

REVISING

Galley revising

The importance of revising proofs cannot be overestimated. Although a reviser is not expected to read proof, it is not enough for him merely to follow the marks found on the proof sheet. He should be alert to detect errors and inconsistencies and must see that all corrections have been properly made and that words or lines have not been transposed or eliminated by the compositor in making the corrections. (See third paragraph under Page and stone revising.)

A reviser must not remodel the punctuation of the readers or make any important changes. If he thinks that an important change should be made, he must submit the proposed change to the foreman for decision.

In the body of the work new pages must be properly indicated on the proof sheet. Tables of contents, letters of transmittal, lists of illustrations, the text proper, and all matter following half titles (except parallel tables) must begin on new odd pages unless instructions to the contrary are given.

All instructions on proofs must be transferred to revises.

All queries made by the author or copy editor and carried or made by the readers must be carefully transferred to the revises.

Every paragraph in a proof containing an alteration that makes one or more overruns should be reread as first proof.

Revising must be done with reasonable dispatch, but accuracy must not be sacrificed for speed.

If a corrector has made errors his slug number must be written on the revise.

Page and stone revising

Page and stone revising require great diligence and care. Not only must the reviser see that the rules governing the work of those who precede him have been followed, but he must be on the alert for a multiplicity of points not coming within their sphere.

A blank page must be indicated at the bottom of the preceding page.

Special care must be exercised in revising linotype matter. It is necessary to read the entire line in which corrections have been made, to see that the line has been inserted in the proper place, and to see that the lines above and below it have not been disturbed. If it appears that a correction has not been made, the reviser should carefully examine each line on the page to see if the correction was made in the wrong place or if lines have been transposed.

Revisers must promptly notify the Foreman of the Proof Section when variations from this Style Manual are marked by department readers.

The following rules must be carefully studied:

1. See that the proof sheets are clean and clear; send for another proof if they are not.
2. See that galley proofs run consecutively and, in continuous make-up, that the matter on the galleys connects before beginning the page revise.

3. See that page folios are consecutive, that running heads are correct and uniform, and that the proper signature is correctly placed. If an error is found in running heads or in signature, notify the chief reviser immediately, so that the correction may be made in other forms of the same job.

4. Revise carefully, observe connection between pages, take care that continued and repeated lines are free from errors, and carry all unanswered queries if the proof goes again to the author; if not, see that all queries are answered.

5. If a revise is not properly corrected or is not reasonably free from errors, call for another correction and proof (stating number wanted) and destroy all duplicates.

6. Be on the lookout for drop-outs, doublets, and transpositions.

7. Read all running heads and box heads in continued tables; see that all leading lines are carried at the top where subordinate matter turns over, that dollar marks and italic captions of columns are properly placed and uniform, that the matter is as compact as circumstances will permit, and that footnotes fall on the page containing the corresponding references and are properly arranged.

8. Preserve complete files of all proofs returned to the desk.

9. On the first page of a signature of a stone revise carry the number of copies and kind of paper, with any special directions that may be necessary, and see that the form is properly imposed.

10. When page proofs are to be sent out on partly completed jobs, fill out "Reviser's Memoranda", noting the last galley, the last page, the signature mark, the page on which the last signature occurred, and the folio lines. Attach the memoranda to the "mark-off" galley and return them to the revise desk.

11. Make sure that different sets of proof sheets on any work are correctly marked in series ("R", "2R", "3R", etc.); where a sheet is stamped "Another proof", carry the same designating "R" on the corresponding clean proof, destroying the stamped proof when it has served its purpose. Advance the "R", "2R", "3R", etc., on each set of page proofs returned from the originating office if a dummy folio has been used, but when the true folio is finally given revert to the single "R."

12. If two or more jobs are imposed in one form, separate the parts to verify the imposition. Until familiar with the fold, exercise care in cutting the sheet.

13. See that rules do not lap, that work is not jammed in the locking-up, that damaged letters and "slips" are indicated, and that the matter is ready in all respects to pass rigid inspection.

14. Government publications will be made up in the following order unless otherwise indicated: Page I, title; page II blank; page III, table of contents; if contents ends on page III, page IV blank; page V, letter of transmittal; page VI blank. The text proper will begin with page 1.

15. Legend lines of full-page cuts that run the broad way should be printed so as to read up—that is, the even-page legend should be on the binding or inside margin, and the odd-page legend on the outside margin.

16. Footnotes: If a footnote is eliminated, renumber the footnotes so that numbers will run consecutively on facing pages. The omission of a footnote does not necessitate changing the numbers beyond this point.

If the footnotes in an entire job have been made uniform, even though not according to office style, do not change them. Footnotes are to be made paragraphs, but short notes may be doubled up. If a footnote is added in proof use the preceding number with a superior letter added, as ^{15a}. Where a table with footnotes falls at the bottom of a page containing footnotes to text, print the table footnotes above the text footnotes, separated by a rule 60 points long, flush at the left, with two leads on each side of the rule.

In revising galleys into pages, revisers must enter on the "mark-off" slip the number of the last footnote and see that instructions to the maker-up are followed. (See rules 314-319.)

Press revising

Press revising calls for the exercise of utmost care. The press reviser must be thoroughly familiar with the style and make-up of Government publications. He is required to O.K. all forms that go to press—book work, covers, job work, etc. He must see that all queries are answered. He must necessarily have a knowledge of the bindery operations required to complete a book or job and be familiar with all types of imposition, folds, etc. He must be capable of ascertaining the proper head, back, and side margins for all work, to insure proper trimming of the completed book or job to the required size.

Although speed is essential when forms reach the pressroom, accuracy must under no consideration be sacrificed.

SIGNATURE MARKS, ETC.

All signature lines are set in 6-point.

Figures indicating the year should follow the jacket number in signature lines, which are indented 3 ems:

125327—32—4

The signature line is placed below the all mark (○) but above the imprint if both appear on the same page.

The all mark is placed below the page, bulletin, or circular number but above the signature line if both appear on the same page.

Imprints and signatures appearing on short pages of text are placed at the bottom of the page.

All jobs to be cast take a degree mark (°) immediately after the jacket number in the signature line.

All jobs to be offset take a capital O immediately after the jacket number in the signature line.

On a job reprinted on account of change a black star (★) is placed in the signature line and, with the date, on the title page:

★17234—32—2

★12-15-31

The following forms are used for signature lines in House and Senate documents and reports printed on session jackets:

H.Doc. 73, 72-1—2
S.Doc. 57, 72-2, pt. 1—2
H.Rept. 120, 72-2—8

S.Doc. 57, 72-1—2
S.Doc. 57, 72-3, vol. 1—2
S.Rept. 100, 72-3—9

In a document or report printed on other than a session jacket, use the jacket number, year, and signature number only, omitting the document or report number.

For pasters the jacket number, the figures indicating the year, and the page to be faced by the paster are used as follows:

12344—32. (Face p. 10.)

On a paster facing an even page, the marks go at the lower right-hand side; on a paster facing an odd page, at the lower left-hand side.

If more than one paster faces the same page, each is numbered as follows (note punctuation):

12344—32. (Face p. 19.) No. 1
12344—32. (Face p. 19.) No. 2

IMPRINTS AND PRICE NOTICES

Imprints

The Government Printing Office imprint must appear on all printed matter.

The full imprint is used on the title page of a congressional speech.

The imprint and all mark are not used together on any page; if one is used the other is omitted.

The imprint is not used on the first page of a cover.

If there is a cover but no title page and page 4 of the cover contains printed matter, the imprint is placed on page 4 of the cover. If there is a cover but no title page and page 4 of the cover is blank, the imprint is placed at the end of the text.

If there are cover and title page, the imprint is placed on the title page, even though there may be printed matter on page 4 of the cover.

If there is a title page but no cover, the imprint is placed on the title page.

If there is a half title only, the imprint is placed on the half title.

If there is no cover, title page, or half title, the imprint is placed on the last page of the text.

If the title page is entirely an illustration, the imprint is placed on the last page of the text.

The Government Printing Office crest is used only on Government Printing Office publications. If it is printed on page II, the full imprint is used on the title page; if it is printed on the title page, half imprint only, thus—Washington: 1933.

Price notices

If there is a cover but no title page, the price notice is printed on page 1 of the cover. If there is a title page, with or without a cover, the price notice is printed at the bottom of the title page, below a cross rule. If there is no cover or title page, the price notice is printed at the end of the text, below the imprint, separated by a cross rule.

Price notices are not printed on title pages of congressional documents.

Samples of imprint and price notice are given below:

On title-page:

UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON: 1933

For sale by the Superintendent of Documents, Washington, D. C. Price 00 cents

Elsewhere than on title page (usually at right):

CAPITALIZATION

(See also Abbreviations; list on pp. 24-40)

The initial capital letter is all that remains of our originally all-capital alphabet. It survives because it serves a definite purpose, such as introducing a sentence or an enumeration, distinguishing an individual within a class, or indicating preeminence or respect or distinction attaching to a certain individual, position, or object. By thus emphasizing words, the capital letter helps the reader to grasp their significance more readily. Purpose, therefore, rather than mere opinion, is the logical criterion in deciding whether a particular word should be capitalized.

The fundamental principle underlying rules for capitalization in the English language is that proper nouns and proper adjectives are capitalized and that common nouns and common adjectives are not capitalized. The difficulty in applying this principle lies in the fact that some nouns and adjectives are construed as proper in certain connections and common in others. It is impossible to give rules that will cover every conceivable problem, but by considering the purpose to be served and the fundamental principle it is possible to attain a considerable degree of uniformity.

The list of approved usages given on pages 24-40 will serve as a reference guide. Manifestly such a list cannot be complete, but the correct usage with respect to any term not included can be determined by analogy or by application of the rules or the fundamental principle.

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PROPER NAMES

Proper names

1. Proper names are capitalized.

Rome
Brussels

John Macadam
Macadam family

Italy
Anglo-Saxon

Derivatives of proper names

2. Derivatives of proper names, if used with a proper meaning, are capitalized; if used with an acquired and independent common meaning, they are not capitalized.

Roman (of Rome)
roman (type)
brussels sprouts
venetian blinds

Johannean
macadam (crushed rock)
watt (electric unit)
plaster of paris

Italian
italicize
anglicize
pasteurize

Common nouns and adjectives in proper names

3. A common noun or common adjective forming an essential part of a proper name is capitalized; the common noun used alone as a substitute for the name of a place or thing is not capitalized.

Massachusetts Avenue; the avenue
Bunker Hill Monument; the monument
Statue of Liberty; the statue
Roosevelt Dam; the dam
Boston Light; the light
Crow Reservation; the reservation
Angeles National Forest; the national forest
Soldiers' Home of Ohio; the soldiers' home
Johnson House (hotel); Johnson house (residence)

Federal Express; the express
Cape of Good Hope; the cape
Jersey City; *also* Washington City; *but* city of Washington; the city
Cook County; the county
Lake of the Woods; the lake
North Platte River; the river
Lower California; *but* lower Mississippi
Charles the First; Charles I
Fourteenth Census; the census
Pier A; the pier; Lock 27; the lock

- (a) A common noun used alone as a well-known short form of a specific proper name is capitalized.

the Canal (Panama Canal)
the Capitol, the Monument (at Washington)
the District (District of Columbia)
the Lakes (Great Lakes)
the Soldiers' Home (District of Columbia only)

- (b) The plural form of a common noun capitalized as part of a proper name under rule 3 or any other rule is also capitalized.

Seventh and F Streets (rule 3)
Lakes Erie and Ontario (rule 3)
Potomac and James Rivers (rule 3)
State and War Departments (rule 6)

British and French Governments (rule 7a)
Presidents Washington and Adams (rule 16)

- (c) A common noun used with a date, number, or letter merely to denote time or sequence, or merely for the purpose of reference, record, or temporary convenience, does not form a proper name and is therefore not capitalized. (See also rule 17.)

act of 1928
treaty of 1918
war of 1914
first district
(not congressional)
second ward
twentieth century

article 1
book II
chapter III
page 2
paragraph 4
part I
section 3

appendix C
class I
column 2
figure 7
plate IV
table 4
volume X

abstract B
collection 6
exhibit D
group 7
schedule K
signature 4
station 27

Definite article in proper names

4. The word *the* (or its equivalent in a foreign language) used as an essential part of a proper name or a title is capitalized.

British Consul v. The Mermaid (title of legal case)

The Dalles (Oreg.); The Weirs (N.H.); *but* the Dalles region; the Weirs streets

The Hague; *but* the Hague Court; the Second Hague Conference

El Salvador; Las Cruces; L'Esterel

The Adjutant General (prescribed by law to designate the chief adjutant general)

(a) In common practice this rule is disregarded in references to newspapers, periodicals, vessels, airships, trains, and firm names.

the Times

the *Mermaid*; the *U-S*

the Federal Express

the Atlantic Monthly

the *Los Angeles*

the National Photo Co.

Particles in names of persons

5. In foreign names such particles as *d'*, *da*, *della*, *van*, and *von* are capitalized unless preceded by a forename or title.

D'Orbigny; Alcide d'Orbigny

Da Ponte; Cardinal da Ponte

Van Rensselaer; Stephen van Rensselaer

(a) In American and British names such particles are usually capitalized, even if preceded by a forename or title, but individual usage, if ascertainable, should be followed.

Justice Van Devanter; Reginald De Koven

Thomas De Quincey; William De Morgan

Henry van Dyke (his usage)

If copy is not clear as to the form of such a name (for example, *La Forge* or *Laforge*), the two-word form should be used.

(b) In names set in capitals *de*, *von*, etc., are set in cap and small caps but are closed up with the surname only if that is the individual preference.

Names of organized bodies

6. The full names of organized bodies and the distinguishing substitutes for such names are capitalized; other substitutes, which are most often regarded as common nouns, are capitalized only in certain specified instances to indicate preeminence or distinction. (See list on pp. 24-40; rule 3b.)

National governmental units:

United States Congress: Seventy-second Congress; Congress; the Senate; the House; Committee of the Whole, the Committee; *but* committee (all other committees)

Department of Agriculture; the Department; Division of Publications, the Division; *similarly* all departmental units; *but* legislative, executive, and judicial departments; department clerk

Bureau of the Census: the Census Bureau; the Bureau; the Census Office

Geological Survey: the Survey

Interstate Commerce Commission: the Commission

Board of Commissioners of the District of Columbia: the Board of Commissioners; the Board

Foreign Service: the Service

American Embassy, British Embassy: the Embassy; *but* the consulate; the consulate general

- Treasury of the United States: General Treasury; National Treasury; Public Treasury; the Treasury; Treasury notes; New York Sub-treasury, the subtreasury
- United States Army, French Army: the Army; the Infantry; Eighty-first Regiment; the Regulars; the Volunteers; Army Establishment; the Army Band; Army officer; Regular officer; Reserve officer; *but* volunteer officer; army shoe; Grant's army; Robinson's brigade; the brigade; the corps; the regiment; infantryman
- United States Navy, British Navy: the Navy; the Marine Corps; the Air Service; Navy (Naval) Establishment; Navy officer; *but* navy yard; naval officer; naval station
- International organizations:
- League of Nations: the League; the Council; the Assembly; the Secretariat
- International Court of Arbitration: the Court; the Tribunal (only in the proceedings of a specific arbitration tribunal)
- Hague Peace Conference of 1907: the Hague Conference; the Peace Conference; the Conference
- Common-noun substitutes:
- Virginia Assembly: the assembly; the senate; the house of delegates
- California State Highway Commission: the highway commission; the commission
- Buffalo Consumers' League: the consumers' league; the league
- Republican Party: the party
- Democratic National Convention: the convention
- Pennsylvania Railroad Co.: the Pennsylvania Railroad; Pennsylvania Road; the railroad company; the company
- Riggs National Bank: the Riggs Bank; the bank
- Metropolitan Club: the club

(a) The names of members and adherents of organized bodies are capitalized where it is necessary to distinguish them from the same words used merely in a descriptive sense. (See also rule 15.)

Representative
Republican

Liberal
Socialist

Communist
Boy Scout

Names of countries, domains, and administrative divisions

7. The official designations of countries, national domains, and their principal administrative divisions are capitalized only if used with or as proper names or as proper adjectives. (See table on p. 152; also rule 3.)

United States: the Republic; *also* the Nation; the Union; *but* republic, republican (in general sense)

New York State: the State, a State (official designation); State rights (United States); *but* state (in general sense); church and state; state-hood; state's evidence

Territory of Hawaii: the Territory, Territorial; *but* territory, territorial (in general sense)

Japanese Empire: the Empire; *but* empire (in general sense)

Dominion of Canada: the Dominion; *but* dominion (in general sense)

Ontario Province: the Province, Provincial; *but* province, provincial (in general sense)

(a) The similar designations *commonwealth*, *confederation* (*federal*), *government*, *nation* (*national*), *powers*, *union*, etc., are capitalized only if used with or as proper names or as proper adjectives. (See also rule 3b.)

British Commonwealth, Commonwealth of Massachusetts: the Commonwealth; *but* commonwealth (in general sense)

Swiss Confederation: the Confederation; the Federal Council; the Federal Government; *but* confederation, federal (in general sense)

French Government: the Government; French and Italian Governments; *but* government (in general sense); the Kerensky government; European governments

Cherokee Nation: the nation; nation (in general sense); American nations

National Government (of any specific nation); *but* national customs

Allied Powers, Central Powers (in World War); *but* the powers; European powers

Union of South Africa: the Union; *but* union (in general sense)

Names of regions, localities, and geographic features

8. A descriptive term used to denote a definite region, locality, or geographic feature is a proper name and is therefore capitalized. (See also rule 3*b*.)

the North Atlantic States

the Gulf States; the Central States

the West; the Midwest; the Middle West

the Eastern Shore (Chesapeake Bay)

the Badlands (South Dakota)

the Driftless Area (Mississippi Valley)

the Continental Divide (Rocky Mountains)

the Occident; the Orient

the Far East; the East

the Promised Land

the Continent (continental Europe)

the Western Hemisphere

the North Pole; the North and South Poles

the Torrid Zone

the East Side (section of a city)

(*a*) A descriptive term used to denote mere direction or position is not a proper name and is therefore not capitalized.

north; south; east; west

northerly; northern; northward

eastern; oriental; occidental

east Tennessee; southern California

west Florida; *but* West Florida (1763-1819)

Names of calendar divisions

9. The formal names of calendar divisions are capitalized.

January; February; March; etc.

Monday; Tuesday; Wednesday; etc.

but spring; summer; autumn; fall; winter

Names of historic events, etc.

10. The formal names of historic events, historic epochs, holidays, and ecclesiastical feast and fast days are capitalized.

Battle of Bunker Hill

Battle of the Giants

War of 1812; World War; *but* war of

1914 (rule 3*c*)

Reformation

Christian Era; Middle Ages; *but* twentieth century (rule 3*c*)

Renaissance

Fourth of July; the Fourth

Feast of the Passover; the Passover

Trade names

11. A trade name is capitalized; a mere descriptive class term, or a common noun following the trade name of a brand, market grade, or variety, is not capitalized.

Bon Ami (trade name)

Listerine (trade name)

durum wheat (class term)

Fordor sedan (brand)

Airline honey (brand)

Choice lamb (market grade)

Yellow Stained cotton (market grade)

Red Radiance rose (variety)

Scientific names

12. The name of a phylum, class, order, family, or genus is capitalized; the name of a species is not capitalized, even though derived from a proper name.

Arthropoda (phylum), Crustacea (class), Hypoparia (order), Agnostidae (family), *Agnostus* (genus)

Agnostus canadensis; *Aconitum wilsoni*; *Epigaea repens* (genus and species)

(a) In scientific descriptions coined terms derived from proper names are not capitalized.

aviculoid; menodontine

(b) A plural formed by adding *s* to a Latin generic name is capitalized.

Rhynchonellas; Spirifers

(c) Other scientific terms also are capitalized or not in conformity with accepted scientific usage. In case of doubt copy should be followed. (For lists of geologic and physiographic terms, see p. 149.)

(d) The words *sun*, *moon*, and *earth* are capitalized only if used in association with the names of other astronomical bodies that are capitalized.

The nine known planets, in the order of distance from the Sun, are Mercury, Venus, the Earth, Mars, Jupiter, Saturn, Uranus, Neptune, and Pluto.

Fanciful appellations

13. A fanciful appellation used with or for a proper name is capitalized.

the Big Four
the Hub

the Keystone State
the Pretender

Personifications

14. A personification in a figure of speech is capitalized.

The Chair recognized the gentleman from New York:
For Nature wields her scepter mercilessly.

All are architects of Fate
Working in these walls of Time.

Religious terms

15. All words denoting the Deity except *who*, *whose*, and *whom*, all names for the Bible and other sacred writings, and the names of confessions of faith and of religious bodies and their adherents are capitalized.

Heavenly Father; the Almighty. Trust Him who rules all things.
Bible; Scriptures; Koran; *also* Biblical; Scriptural; Koranic
Gospel (memoir of Christ); *but* gospel (tidings)
Apostles' Creed; Augsburg Confession
Episcopal Church; an Episcopalian; Catholicism; a Protestant
Christian; *also* Christendom; Christianity; Christianize
Black Friars; Brother(s); King's Daughters; Daughter(s); Ursuline Sisters;
Sister(s)

TITLES

Titles of persons

16. Any title or designation preceding a name is capitalized. (See also rule 3*b*.)

President Roosevelt
King George
Ambassador Gibson
Lieutenant Fowler

Chairman Smith
Nurse Cavell
Professor Leverett

(a) A title immediately following the name of a person or used alone as the substitute for the name of a person, which is most often regarded as a common noun, is capitalized only in certain specified instances to indicate preeminence or distinction. (See list on pp. 24-40, and also rule 3*b*.)

Title of a head or assistant head of state:

Franklin D. Roosevelt, President of the United States: the President; the President-elect; the Executive; the Chief Magistrate; the Commander in Chief; *similarly* the Vice President
Albert C. Ritchie, Governor of Maryland: the Governor of Maryland; the Governor; *similarly* the Lieutenant Governor

Title of a head or assistant head of a national governmental unit:

Cordell Hull, Secretary of State: the Secretary; *similarly* the Acting Secretary; the Under Secretary; the Assistant Secretary; the Director; the Chief or Assistant Chief; the Chief Clerk; etc.

Hugh S. Gibson, Ambassador Extraordinary and Plenipotentiary: the American Ambassador; the British Ambassador; the Ambassador; the Senior Ambassador; His Excellency; *similarly* the Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister; the Chargé d'Affaires; the Chargé; *but* the consul general; the consul; the attaché; etc.

Gen. Charles P. Summerall, Chief of Staff: the Chief of Staff; *but* the general (military title standing alone not capitalized)

Title of a ruler or prince:

George V, King of England: the King; the Crown; His Most Gracious Majesty; His Majesty; *similarly* the Emperor; the Tsar; etc.
Edward, Prince of Wales: the Prince; His Royal Highness.

Common-noun titles:

Charles F. Hughes, rear admiral, United States Navy: the rear admiral
Cloyd H. Marvin, president of the George Washington University: the president

C. H. Eckles, professor of dairy husbandry: the professor
John Smith, chairman of the committee: the chairman

(b) A title in the second person is capitalized.

Your Excellency
Your Highness
Your Honor

Mr. Chairman
Mr. Secretary
my dear General

(c) In formal lists of delegates and representatives of governments all titles and descriptive designations immediately following the names should be capitalized if any one must be capitalized under rule 16*a*.

Titles of publications, papers, documents, acts, laws, etc.

17. In the full or short English titles of books, plays, poems, essays, addresses, articles, periodicals, series of publications, reports, historic documents, legal cases, and works of art, the first word and all important words are capitalized. This rule applies also to the titles of parts and chapters of books, plays, etc. (See also rule 4a.)

The Outline of History

Part XI: Early Thought; *but* part XI (standing alone: rule 3c)

Statutes at Large; Revised Statutes; District Code; Bancroft's History;

Journal (House or Senate) (short titles); *but* the code; the statutes

Address of President Hoover on Unemployment Relief

American Journal of Science

Saturday Evening Post

Monograph 55; Research Paper 123; Circular A; Senate Document No.

70; House Resolution 45; Executive Order No. 24; Public Law No. 9;

Private and Union Calendars; Calendar No. 80; Calendar Wednesday

Annual Report of the Public Printer

Declaration of Independence; the Declaration

Constitution (United States or with name of country or State); *but* twelfth amendment (rule 3c)

Kellogg Pact; Treaty of Versailles; *but* treaty of peace, the treaty (descriptive designations); treaty of 1919 (rule 3c)

United States v. Four Hundred Twenty-two Casks of Wine (legal case)

The Blue Boy (painting)

(a) In the short or popular titles of acts the first word and all important words are capitalized.

Revenue Act of 1926; the Volstead Act; the Panama Canal Act; the Classification Act; *but* revenue act; act of 1926; the act

(b) In titles of legal cases such words as *appellant* and *respondent* are not capitalized.

De Jager, appellant, v. Attorney General of Natal, respondent

(c) The capitalization of the titles of books, etc., written in a foreign language is to conform with national practice.

Danish: Kongelig dansk Hof- og Stats-Kalendar

Dutch: Jaarboek van het mijnwezen in Nederlandsche Oost-Indië

French: Droit international de l'Europe; La littérature française

German: Allgemeine deutsche Biographie; Die Homerische Frage

Italian: Storia della diplomazia europea in Italia

Latin: De lege Rhodia et jactu; Bellum Catilinarium

Norwegian: Norges geologiske undersøkelse

Portuguese: História de Portugal; História da civilização ibérica

Spanish: Historia crítica de España y de la cultura española

Swedish: Svensk botanisk tidskrift

(d) The capitalization in bibliographies, footnote citations, synonyms, and lists is to conform with rules 17 and 17c unless the particular class of work requires its own established style and the copy is prepared accordingly.

(e) The capitalization of catalog cards is to conform with Library of Congress style.

FORMAL USAGES

First words

18. The first word of a sentence, of an independent clause or phrase, of a direct quotation, of a line of poetry, or of a formally introduced series of items or phrases following a colon is capitalized.

The question is, Shall the bill pass?

He asked, "And where are you going?"

Lives of great men all remind us

We can make our lives sublime.

The assay content was as follows: Gold, 0.5 ounce to the ton; copper, 8 percent; (etc.)

(See also Punctuation.)

- (a) The first word of a fragmentary quotation is not capitalized.

He objected "to the phraseology, not to the ideas."

- (b) The first word following a colon, an exclamation point, or an interrogation point is not capitalized if the matter following is merely a supplementary remark making the sense fuller or clearer.

Revolutions are not made: they come.

Intelligence is not replaced by mechanism: even the televox must be guided by its master's voice.

But two months dead! nay, not so much; not two.

What is this?

Your knees to me? to your corrected son?

- (c) The first word following *Whereas* in resolutions, contracts, etc., is not capitalized; the first word following an enacting or resolving clause is capitalized.

Whereas the Constitution provides * * *; and

Whereas Congress has passed a law * * *;

Whereas, moreover, * * *; Therefore be it

Resolved, That * * *

Resolved by the Washington Board of Trade, That * * *

Provided, That * * *

Provided further, That * * *

Ordered, That * * *

Be it enacted, That * * *

Addresses, salutations, and signatures

19. The first word and all principal words in addresses, salutations, and signatures are capitalized. (For examples, see Date Lines, Addresses, and Signatures.)

Interjections

20. The interjection *O* is always capitalized; other interjections are not capitalized except as indicated in rule 18.

Sail on, *O* Ship of State!

For lo! the days are hastening on.

But, oh, how fortunate!

Historic papers, documents, etc.

21. In the printing of historic papers, documents, journals, correspondence, etc., the capitalization (and other features of style) of the original text may be followed where historic accuracy is required.

GUIDE TO CAPITALIZATION

The following list is based on the preceding principles and rules for capitalization. This capitalization applies to both singular and plural forms. Parenthetical references are to rule numbers, but no such references follow common nouns that are lower-cased under the general principle but not under any particular rule.

- abstract B, 1, etc. (3c)
- Academy, if part of proper name (6):
 - United States Military; the academy
 - United States Naval; the academy
- Act, short or popular title or with number (17a):
 - Act 14
 - Act No. 14
 - Public Act 145
 - Revenue Act of 1928; *but* revenue act; act of 1928
 - Classification Act
 - Prohibition Act
 - Panama Canal Act
 - Volstead Act
 - War Department Appropriation Act for the fiscal year ending June 30, 1933
- Acting, if preceding a capitalized title (16a)
- Actuary of the Treasury; the Actuary (16a)
- administration, Harding, etc.; the administration
- Administrator of Veterans' Affairs; the Administrator (16a)
- Admiralty, British (6)
- Admiralty, Lords of the (16a)
- age: stone, copper, ice, etc.
- Agency:
 - Chippewa, etc. (Indian only); the agency (6)
 - National Bank Redemption; the Agency (6)
- Ages (10):
 - Dark
 - Golden Age (only if meaning Golden Age of Pericles)
 - Middle
- Air Corps; the corps (6)
- Air Mail Service; the Service (6)
- Alien Property Custodian; the Custodian (16a)
- Alliance, Farmers', etc.; the alliance (6)
- Allied Powers (World War); European powers; the powers (7a)
- Allies, the (World War) (1)
- All-Russian Congress of Soviets of Workmen's and Soldiers' Deputies (6)
- Ambassador, British, etc.; the Ambassador; the Senior Ambassador; His Excellency (16a)
- amendment to the Constitution; fourteenth amendment (3c)
- American:
 - Federation of Labor; the federation (6)
 - Legion; the Legion (6)
 - National Red Cross; the Red Cross (6)
- anglicize (2)
- Ancient Free and Accepted Masons (6); a Mason (6a)
- Annex, if part of name of building; the annex (3)
- Antarctic Ocean; the ocean (3); Antarctic ice
- apache (Paris)
- appellant (17a)
- appendix 1, A, II, etc.; the appendix (3c); *but* Appendix II, with title (17)
- appropriation bill:
 - deficiency
 - Department of Agriculture
 - District of Columbia
 - Executive Office
 - for any governmental unit
- Appropriations Committee; the committee (6)
- Aqueduct, Washington, etc.; the aqueduct (3)
- Archipelago, Philippine, etc.; the archipelago (3)
- Architect of the Treasury, of the Capitol; the Architect (16a)
- Arctic Circle, Ocean, nights, seas, etc.; the circle; the ocean (3)
- Arctics, the (3b)
- Area, First Corps, etc.; the corps area (3)
- Arlington Memorial Amphitheater; the Memorial Amphitheater; the amphitheater (3, 3a)
- Arlington Memorial Bridge; the Memorial Bridge; the bridge (3, 3a)
- Armory, Springfield, etc.; the armory (3)

- Army (American or foreign; noun, adjective, or standing alone) (6):
 Air Corps (or Service); the corps (6)
 Band (6)
 Blue (maneuvers) (6)
 branches and organizations, names capitalized (6):
 Infantry; Regulars; Volunteers; Gordon Highlanders; Royal Guards, etc.
 Brigade, First, etc.; the brigade; Robinson's brigade (6)
 Company A; A Company; the company (6)
 Confederate (referring to Southern Confederacy); the Confederates (1)
 Continental; Continentals (13, 3b)
 corps; *but* Air Corps; Hospital Corps; etc. (6)
 Corps Area, First, etc.; the corps area (3)
 Department of the East; Finance Department (6); *but* the department; *similarly* all departments of the Army
 District of Washington (military district); the district (3)
 Establishment (6)
 General Commanding the (16a)
 General of the (commanding); *but* the general (16a)
 General Staff; the Staff (6)
 General Staff College; the college (6)
 General Staff Corps; the corps (6)
 Gun Factory; the gun factory; the factory (3)
 Headquarters of the; the Headquarters (6)
 headquarters, First Regiment
 Inspector General, only if referring to head of service (16a)
 Judge Advocate General (16a)
 Medical Museum; the museum (3)
 mobile army
 Organized Reserves; the Reserves (6)
 Paymaster General (16a)
 Regular; the Regulars
 Regular Establishment (6)
 Regulations (book) (17); *but* Army regulation 56 (3c)
 Regiment, First, etc.; the regiment (6)
 Revolutionary (American, French, British) (6)
 service, the (6)
 Surgeon General (16a)
 The Adjutant General (4, 16a)
 Volunteer; the Volunteers
 War College (6)
 White (maneuvers) (6)
 army, if with name of a person: Lee's army (6)
 army shoe, mule, etc. (6)
 Arsenal, Rock Island, etc.; the arsenal (3)
 article 2, II, etc. (3c); *but* Article 2, with title (17)
 Articles of Confederation (United States) (17)
 Articles of War (17); *but* sixty-second article of war
 Artillery School, United States (6)
 Asiatic Naval Station; the Asiatic Station; the station (3)
 Assembly of New York; the assembly (6)
 Assembly of the League of Nations; the Assembly (6)
 Assistant, if preceding a capitalized title (16a)
 Associate Justice, United States Supreme Court (16a)
 Astrophysical Observatory; the Observatory (6)
 Atlantic:
 cis-Atlantic
 coast
 Coast States (8)
 Fleet; the fleet (3)
 mid-Atlantic
 seaboard
 slope
 Squadron; the squadron (3)
 Torpedo Flotilla; the torpedo flotilla; the flotilla (3)
 trans-Atlantic
 Attorney General, United States (16a)
 autumn (9)
 Avenue:
 Constitution; etc.; the avenue (3)
 Pennsylvania; the Avenue (District of Columbia only) (3a)
 award (arbitral decision)
 Badlands (South Dakota and Nebraska) (8)
 Band, Eastern, etc. (of Cherokee Indians); Joseph's; the band (3)
 Band:
 Army (6)
 Fourth Field Artillery (6)
 Marine (6)
 Navy (6)
 Sousa's (3)
 Bank, only if part of proper name; the bank (6):
 Farm Loan Bank of Dallas; Dallas Farm Loan Bank; farm-loan bank; farm-loan bank at Dallas
 Federal Reserve Bank of New York; Richmond Federal Reserve Bank; *but* reserve bank at Richmond
 First National; etc.
 Joint Stock Land Bank of Louisville; Louisville Joint Stock Land Bank; joint-stock land bank; joint-stock land bank at Louisville
 Barracks, only if part of proper name; the barracks (3):
 A barracks; barracks A; etc.
 Marine, District of Columbia
 Vancouver; Washington; etc.
 Battery, the (New York City) (3a)

- Battle, only if part of proper name; the battle (10):
 of Gettysburg; *but* battle at Gettysburg; etc.
 of the Marne; of the Wilderness; of Waterloo; etc.
 Belt, only if part of proper name; the belt (8):
 Black (United States)
 Wheat; Corn; etc.
 Bible; Biblical; Scriptures; etc. (15)
 bill (Kiess)
 Bill of Rights (historic document) (17)
 Black Hand (organization) (6)
 B'nai B'rith (6)
 Board, if part of proper name; capitalized, standing alone, only if referring to a Federal board, a board of the District of Columbia, or an international board (6):
 Aeronautical
 Compensation (Navy)
 Crop Reporting
 Farm Loan
 Federal Horticultural
 Federal Reserve, Federal Reserve System
 for Vocational Education
 General Education
 General (Navy)
 General (of Engineers)
 Geographic (United States)
 Governing (Pan American Union)
 Insecticide and Fungicide
 Macy Board; etc. (Federal board, with name of person)
 Mediation and Conciliation (United States)
 Naval Examining
 Naval Retiring
 of Charities (District of Columbia)
 of Commissioners of the District of Columbia
 of Education (District of Columbia)
 of Engineers
 of Food and Drug Inspection
 of General Appraisers; a general appraiser
 of Indian Commissioners
 of Managers (of the Soldiers' Home)
 of Ordnance and Fortification
 of Pension Appeals
 of Public Welfare (District of Columbia)
 of Regents (Smithsonian Institution)
 of Road Commissioners for Alaska
 of Visitors (Annapolis and West Point)
 United States Geographic
 United States Interdepartmental Social Hygiene
 War Credits (War Department)
 Bolshevik; Bolsheviks (collective plural); Bolshevik (6a); bolshevism
 book:
 books of the Bible
 First Book of Samuel; etc. (17)
 Good Book (synonym for Bible) (15)
 book 1, I, etc. (3c); *but* Book 1, with title (17)
 Borough, only if part of proper name: Borough of the Bronx; the borough (3)
 Botanic Garden (National); the garden (3)
 Boy Scouts (the organization); a Boy Scout; a Scout (6, 6a)
 Breakwater, only if part of proper name; the breakwater (3)
 Bridge, only if part of proper name; the bridge (3):
 Arlington Memorial
 Cabin John
 Francis Scott Key; Key
 M Street
 Pennsylvania Railroad bridge
 Brigadier General Commandant, Marine Corps (16a)
 Brother; Brothers (adherent of religious order) (15)
 Budget of the United States; the Budget (publication) (17); *but* the budget, in general sense
 Building, only if part of proper name; the building (3):
 Atlantic
 Colorado
 Federal
 General Staff College
 Herald
 House (or Senate) Office
 Treasury
 Treasury Annex
 Winder
 Bulletin 420 (17)
 Bureau, if part of proper name; capitalized, standing alone, only if referring to a bureau of the Federal or District Government or an international bureau (6):
 International Bureau at Berne; the International Bureau; the Berne Bureau
 of Customs
 of Foreign and Domestic Commerce
 of Immigration
 of Indian Affairs
 of Ordnance
 of Prohibition
 of Reclamation
 of Mines
 of the Budget
 of the Public Health Service
 of Social Hygiene, New York; the bureau; etc.
 Business Men's League; the league (6)
 Cabinet, American or foreign (noun, adjective, or standing alone) (6):
 British Cabinet; the Cabinet
 the President's Cabinet; Cabinet officer; the Cabinet
 Calendar, only if part of proper name; the calendar (17) (*see also* church calendar):
 Consent; etc.
 House

Calendar, etc.—Continued

No. 99
 of Bills and Resolutions
 Private
 Senate
 Union
 Wednesday (legislative)
 Canal Zone (Isthmian); the Canal; the zone (3)
 Cape, only if part of proper name; the cape (3)
 Capes, the (Charles and Henry) (3a)
 Capital, Capital City, National Capital (Washington, D.C.) (3a); *but* the capital (State)
 Capitol, the (at Washington, D.C.) (3a):
 Chamber
 Grounds
 Hall of Fame; the Hall
 Halls of Congress
 Halls, meaning Hall of the House and Chamber of the Senate
 Police; the police
 Statuary Hall
 Capitol Building (State); the capitol (3)
 Captain Commandant (Coast Guard) (16a)
 Cemetery, only if part of proper name; the cemetery (3):
 Arlington National
 Oak Hill
 Census:
 Fourteenth; the census (3)
 the fourteenth and subsequent decennial censuses
 central Asia (8a)
 Central Powers; the powers (7a)
 century; twentieth century (3c)
 Chair, the, if personified (14)
 Chairman (16a):
 of the Committee of the Whole
 House; the Chairman
 of the Federal Trade Commission; the Chairman
 of the Appropriations Committee; the chairman
 Chamber, the (Senate or House) (3a)
 Chamber of Commerce of Boston; Boston Chamber of Commerce; the chamber of commerce (6)
 chapter 5, II, etc. (3c); *but* Chapter 5, with title (17)
 Chargé d'Affaires, British, etc.; the Chargé d'Affaires; the Chargé (16a)
 chart 2, A, II, etc. (3c); *but* Chart 2, with title (17)
 Chicago Sanitary District; the sanitary district; the district (6)
 Chief, only if referring to a unit of the Federal or District Government; the Chief (16a)
 Constructor, Navy
 Coordinator
 Intelligence Office, Navy

Chief, etc.—Continued

Justice, United States
 Magistrate (the President)
 of Naval Operations (Navy)
 of the Bureau of Insular Affairs, etc.
 of the Division of Publications
 Chief Clerk, the, of a governmental unit which is capitalized (16a)
 Christian; Christendom; Christianity; Christianize (15)
 church calendar (10):
 Advent
 Ascension
 Christmas
 Easter
 Epiphany
 Lent
 Quinquagesima
 Septuagesima
 Sexagesima
 Trinity
 Whitsuntide (Pentecost)
 Church, if with name, referring to building, congregation, or organization (3, 6)
 church and state (7)
 Chute, only if part of proper name; the chute (3)
 Circle, only if part of proper name; the circle (3):
 Arctic Circle; Dupont Circle; Logan Circle; etc.
 cis-Atlantic; etc.
 cities, sections of, capitalized (8):
 East Side
 Latin Quarter
 North End
 the Loop
 City, only if part of corporate or popular name; the city (3):
 Kansas City
 Mexico City
 New York City
 Washington City; *but* city of Washington
 Clan, only if part of proper name; the clan (3)
 class 2, A, II, etc. (3c); *but* Class 2, with title (17)
 Clerk, the, of the House of Representatives; of the Supreme Court of the United States (16a)
 Coast Guard, United States; the Coast Guard (6)
 Coastal Plain (Atlantic and Gulf) (8); *but* a coastal plain
 Coast Pilot (book) (17)
 Code (in shortened title of a publication); the code (17):
 District
 Federal Criminal
 International (signal)
 Mississippi
 Penal; etc.
 United States

- College, only if part of proper name;
the college (3):
Columbia
Gallaudet
of Bishops
Colonials (Colonial Army) (3a)
Colonies, Thirteen American; the Thir-
teen Colonies; the Colonies (7)
Columbia Institution for the Deaf; the
institution (6)
Comintern (Communist International)
(6)
Commission, if part of proper name;
capitalized, standing alone, only
if referring to a national govern-
mental or international commission
(6):
Alaskan Engineering
Civil Service
District (District of Columbia)
Electoral
Federal Power
Federal Radio
Federal Trade
Gettysburg National Military Park
Immigration, Joint Congressional
Inter American High (no hyphen)
International Boundary, United
States and Mexico
International High; the High Com-
mission
International Prison
International Waterways
Interstate Commerce
Isthmian Canal
Merchant Marine
Mississippi River
National Forest Reservation
National Monetary
National Screw Thread
National Waterways
of Fine Arts
Philippine
Public Buildings
Public Utilities (District of Columbia)
Shiloh National Military Park
Spanish Treaty Claims
to Revise the Laws of the United
States
United States Employees' Compen-
sation
United States Tariff
Vicksburg National Military Park
Commissioner, the, of any national gov-
ernmental or international com-
mission (16a):
of Customs
of Patents
of Prohibition
of the District of Columbia; the
Commissioner; the Commissioners
of the Five Civilized Tribes; etc.
United States Commissioner, Inter-
national Prison Commission
Commissioner General of Immigration;
the Commissioner General (16a)
Committee, if used as part of proper
name; the Committee, only if
referring to a Federal or inter-
national committee or the Com-
mittee of the Whole House (6):
Appropriations, etc.; the committee;
Subcommittee on Appropriations;
the subcommittee
Democratic National; the committee
National Advisory, for Aeronautics;
the Committee
of One Hundred, etc.; the committee
of the Whole House on the state of
the Union; Committee of the
Whole; the Committee
on Accounts; the committee
on Post Offices and Post Roads (Sen-
ate); the committee
on the Post Office and Post Roads
(House); the committee
on Public Safety; the committee
Republican National, etc.; the na-
tional committee; the committee
Commonwealth (synonym for State)
(7a): of Australia; of Massachu-
setts; etc.; the Commonwealth
Commune (of Paris) (7)
Communist (6a)
Communist International (6)
Comptroller (16a):
of the Currency; the Comptroller
of the Post Office Department; the
Comptroller
Comptroller General, United States;
the Comptroller (16a)
Confederacy (of the South) (6)
Confederate Army; government; sol-
dier; States (7a)
Confederation, Swiss; the Confedera-
tion (7a)
Conference, if part of proper name;
capitalized, standing alone, only if
referring to a national or an inter-
national conference (6):
First Hague; the International Peace
Conference
on Limitation of Armament
on Unemployment; the conference
Confession, Augsburg (15)
Congress (legislature), if referring to a
national congress (6):
of Bolivia; etc.; the Congress
of the United States; First, Second,
etc.; the Congress
Congress (assembly), if part of proper
name; capitalized, standing alone,
only if referring to an international
congress (6):
International Good Roads Congress;
Good Roads Congress; the Con-
gress
of Parents and Teachers, National;
the congress

- Congressional (congressional, standing alone):
 Directory; the Directory (17)
 District, First; etc.; the First District; the district (3)
 Library; the Library (3, 3a)
 Congressman; Member of Congress; Member (6a, 16a)
 Constitution, the (United States), or with name of country or State (17)
 consul, British, etc. (16a)
 consul general, British, etc. (16a)
 consulate, British, etc. (6)
 Continent, only if part of proper name; the continent (3); *but* the Continent (continental Europe) (8)
 Continental:
 Army; the Army (6)
 Congress; the Congress (6)
 Divide; the Divide (8)
 continental Europe
 Continentals (Revolutionary soldiers) (13)
 Convention, if part of proper name (6):
 Constitutional (United States, 1787); the Convention
 International Postal; the convention
 International Sanitary; the convention
 Republican National; the convention
 convention of 1907 (treaty); the convention (3)
 Corn Belt; the belt (8)
 Corporation, Reconstruction Finance; the Finance Corporation; the Corporation (6)
 Corps, only if part of proper name; the corps (6):
 Air
 Artillery
 Chaplain
 diplomatic corps
 General Staff
 Hospital
 Marine
 Medical
 Nurse
 of Cadets
 of Engineers
 Pay
 Quartermaster
 Signal
 Cotton Belt; the belt (8)
 Council (6):
 Choctaw; etc.; the council
 of the League of Nations; the Council
 Boston City; the council
 National Research; the council
 Philadelphia Common; the council
 His Majesty's Privy Council; the Privy Council
 Councillor, Privy (16a)
 countries, domains, and administrative subdivisions (7, 7a)
 County, Frederick; County Kilkenny; etc.; the county (3)
 Court (of law; *see also* Court Style), capitalized if part of name of a national or international court, a United States court, a district court, or a State court; lower-cased if part of the name of a city or county court; capitalized, standing alone, only if referring to the Supreme Court of the United States or to an international court (6)
 Circuit Court of the United States for the Southern District of New York; the circuit court; the court
 Commerce Court, United States; the court
 Court of Appeals of the State of Wisconsin; etc.; the court of appeals; the court
 Court of Claims; the court
 Court of Customs and Patent Appeals; the court
 Court of Impeachment, the Senate; the court
 Court of Private Land Claims; the court
 District Court of the United States; the district court; the court
 International Court of Arbitration; the Court
 Supreme Court of the United States; the Supreme Court; the Court
 Supreme Court of the District of Columbia; etc.; the supreme court; the court
 World Court; the Court
 Covenant of the League of Nations; the Covenant (17)
 Creed, Apostles'; the Creed (15)
 Crown, if referring to a ruler (16a): lands; etc.
 Dalles, The; *but* the Dalles region (4)
 Dam 1; Dam No. 1 (3)
 Daughters of the American Revolution; King's Daughters; a Daughter; a Real Daughter (6, 6a, 15)
 Day (10):
 Arbor
 Armistice
 Founders'
 Mother's
 dean of the diplomatic corps
 Declaration of Independence; the Declaration (17)
 decorations, medals, etc., names capitalized (3):
 Congressional Medal of Honor; the medal
 Croix de Guerre; the cross
 Distinguished Service Medal; the medal
 Iron Cross; the cross
 Victoria Cross; the cross
 Deity, words denoting, capitalized (15)
 Delegate (in Congress) (16a)

delegate (to a conference); the delegate; the delegation (6a, 16a)

Delta, Mississippi River; the Delta (3, 3a)

Department, if part of proper name (6): of State; the Department; *similarly*, all national executive departments

Land Department (for General Land Office); the department

department (6):

clerk

legislative, executive, and judicial departments

Deputy, if preceding a capitalized title (6); *but* the deputy, standing alone

derivatives of proper names no longer identified with the names from which they were derived (2):

anglicize lyonnaise potatoes

artesian well toes

- babbitt metal macadamized

- bristol board road

- britannia ware manila rope, paper

- brussels sprouts mercerized fabrics

- burley tobacco merino sheep

canada balsam morocco (leather)

(microscopy) navy blue

carlsbad twins navy cloth

(petrography) new market

- cashmere shawl cloak

- china clay osnaburg cloth

- chinaware palm-beach suit

- chinese blue panama hat

- delftware pasteurized

- derby hat milk

- dutch windmill parian ware

- fedora hat paris green

fuller's earth plaster of paris

georgette crepe portland cement

german silver prussian blue

gothic architecture raglan coat

gothic type roentgen rays

haikwan tael - roman numerals

harveyized steel roman type

india ink russias (leather)

india rubber scotch plaid

japanese varnish surah silk

kafir corn timothy grass

kraft paper turkey red

leghorn hat ulster coat

levantine silks utopia

levant (leather) venetian blinds

lima beans venturi tube

london purple wedgwood ware

lynch law

diplomatic corps

Diplomatic List (publication) (17)

Director General (16a):

of the Pan American Union; the

Director General; the Director

of Railroads; the Director General;

the Director

Director, if referring to the head of a national governmental unit; the

Director (16a):

of Postal Savings

of Public Buildings and Public Parks

of the Budget

of the Census

of the Geological Survey

of the Mint

Disciplinary Barracks, Fort Leavenworth, Kans., etc.; the barracks (3)

District, only if part of proper name; the district (3):

Sixth Congressional (3); Sixth District

(3c); the district

first assembly district; third light-house district; etc. (3c)

District of Alaska; the District (7)

District of Columbia; the District (7, 3a):

Anacostia Flats; the flats (3)

Arlington Memorial Bridge; the Memorial Bridge; the bridge

(3, 3a)

Avenue, the (Pennsylvania Avenue only) (3a)

District jail; the jail

Highway Bridge; the bridge (3)

juvenile court; the court

Mall, the (3a)

Metropolitan Police; Metropolitan policeman; the police (6)

Monument, Washington; the Monument (3, 3a)

Monument Grounds; the grounds (3)

Monument Lot; the lot (3)

municipal court

Plaza, the, Union Station (3a)

police court

Potomac Flats; the flats (3)

Public Library; the free Public Library; the library (3)

Speedway, the (3a)

Tidal Basin; the Basin (3, 3a)

White Lot; the lot (3)

Divide, Continental; the Divide (8)

Division, if referring to a national governmental unit (6):

of Accounts; the Division

of Rural Mails; the Division

Passport; the Division

Division, Army, only if part of name (6):

First Division; the division

Document, only if part of proper name; the document (3):

Document Numbered One Hundred and Thirty

Document No. 2

Dominion, capitalized if part of proper name (7):

of Canada; of New Zealand; etc.; the Dominion

but a dominion, dominion status

- drawing II, A, 3, etc. (3c)
 Driftless Area (Mississippi Valley) (8)
- eagle boats (a class) (11)
 earth, rarely capitalized (12d)
 east Africa (8a)
 East Coast (Africa) (8)
 east Tennessee (8a)
 East, the (section of the United States, (8)
 eastern Gulf States (8, 8a)
 easterner
 Eastern Hemisphere (8)
 Eastern Shore (Chesapeake Bay) (8)
 electoral college; the electors
 Embassy, British; etc.; the Embassy (6)
 Emperor, Japanese; the Emperor (16a)
 Empire, Japanese; etc.; the Empire;
but an empire (7)
 Engine Company No. 6; No. 6 Engine
 Company; the company (6)
 Engineer Commissioner, District of
 Columbia (16a)
 Engineer Department; the Depart-
 ment (6)
 Engineer in Chief (Navy); the Chief
 (16a)
 Engineer officers; etc. (of Engineer
 Corps) (16a)
 Entente Allies; the Entente; the Triple
 Entente (6)
 Envoy Extraordinary and Minister
 Plenipotentiary; the Envoy; the Min-
 ister (16a)
 Equator, the; equatorial (8)
 Establishment, only if part of proper
 name (6):
 Army
 Lighthouse
 Military
 Naval
 Regular
 but civil establishment
 Estate, Girard (a foundation); the es-
 tate (3)
 estate, third (the commons); fourth
 (the press); etc.
 Excellency, His; Their Excellencies
 (16a)
 Executive (meaning President of the
 United States) (16a)
 executive departments (6)
 Executive Document No. 95 (17)
 Executive Mansion; Executive Office;
 the White House; the Office (3, 3a)
 Executive order (by the President);
 Executive Order No. 34 (17)
 exhibit 2, A, II, etc. (3c); *but* Exhibit
 2, with title (17)
 Express, only if part of proper name (3).
 Federal Express, the (4a)
- fanciful appellations capitalized—con.
 City of Churches (Brooklyn)
 Great Father (the President)
 the Hub (Boston)
 Keystone State (Pennsylvania)
 Far East (the Orient); *but* far West
 (U.S.); far eastern (8, 8a)
 Father of his Country (Washington)
 (13)
 Federal (synonym for United States
 Government) (7a)
 Federal Council; the Council; Federal
 Government (of a national federal
 government) (7a)
 Federal District (Mexico) (7a)
 Federal Reporter (publication); the
 Reporter (17)
 Federal Reserve Board, the Board
 (6); Federal Reserve System; the
 System.
 Fidac (Fédération Interalliée des
 Anciens Combattants) (6)
 Field, Bolling; Hoover; Mitchel; etc.;
 the field (3)
 figure 2, A, II, etc. (illustration) (3c);
 Figure 2, with title (17)
 Financial Adviser-General Receiver;
 the Financial Adviser; the General
 Receiver (16a)
 flag, United States (13):
 Old Flag
 Old Glory
 Stars and Stripes
 Star-Spangled Banner
 flag code
 Flats, Anacostia; etc.; the flats (3)
 Fleet, only if part of proper name; the
 fleet (3):
 Baltic
 Channel
 Grand
 High Seas
 Naval Reserve
 Pacific; etc. (naval)
 United States
 Food and Drug Administration; the
 Administration (6)
 foreign cabinet officers (16a):
 Premier
 Prime Minister
 Foreign Commerce Service; the Service
 (6)
 Foreign Legion (French); the legion
 (6)
 Foreign Service; the Service (6)
 Forester (Chief of Forest Service);
 the Chief (16a)
 Forest, only if part of proper name; the
 national forest; the forest (3):
 Angeles National
 Black
 Cocconino and Prescott National
 Forests
 Minam National
 Forest Service; the Service (6)
 form 2, A, II, etc. (3c); Form 2, with
 title (17)

Foundation, only if part of proper name;
the foundation (3):

Chemical
Rockefeller
Russell Sage
Free City of Danzig; the Free City (7)
Freedman's Savings Bank; the bank (6)
Freedmen's Hospital; the hospital (6)
Frisco (for San Francisco; no apostrophe)
(13)

Garden, Botanic; the garden (3)

General Accounting Office; the Account-
ing Office; the Office (6)

General Board (of the Navy); the Board
(6)

General Counsel for the Bureau of In-
ternal Revenue; the General Counsel
(16a)

General Order No. 14; General Orders,
No. 14; a general order (17)

General Supply Committee (of the
United States Government); the Com-
mittee (6)

gentile

geographic terms, capitalized if part of
proper name (3, 3b, 8); capitalized,
standing alone, only if well-known
short form of specific name (3a);
lower-cased in general sense (val-
leys of Virginia and Maryland):

Aqueduct	Forest
Archipelago	Fork (stream)
Basin	Fort
Bay	Gap
Bayou	Glacier
Beach	Gulch
Bend	Gulf
Bight	Harbor
Borough	Head
Branch (stream)	Highway
Breakwater	Hill
Butte	Hollow
Camp (military)	Hook
Canal; the Canal	Inlet
(Panama)	Island
Canyon	Isle
Cape	Islet
Channel	Jetty
Chute	Lake
Cove	Landing
Crater	Levee
Creek	Light
Dam	Lighthouse
Desert	Light Station
Dike	Lock
Ditch	Mesa
Dock	Mole
Dome (but not in geologic sense; see p. 149)	Mount
Draw (stream)	Mountain
Dry Dock	Narrows
Dune	Oasis
Falls	Ocean
Ferry	Parish (Louisiana)
Flats	Park
	Pass
	Passage

geographic terms, etc.—continued

Peak	Rock
Peninsula	Run (stream)
Pier	Sea
Plateau	Shoal
Point	Slip
Pond	Sound
Port	Spring
Range (moun- tain)	Strait
Reef	Tunnel (but not a mine tunnel)
Reservoir	Valley
Ridge	Volcano
River	Weir
Roads (anchor- age)	Wharf
	Woods

Geological Survey; the Survey (6)

George V; George the Fifth (16a)

Girard Estate (a foundation); the
estate (3)

Girl Scouts (organization); a Girl
Scout; a Scout (6, 6a)

Gold Coast, Africa (8)

Golden Rule (15)

Gold Star Mothers (organization); a
Mother (6, 6a)

Gospel, only if referring to the first four
books of the New Testament (15)

gospel (tidings) (15)

Government and similar designations,
capitalized if part of proper name;
capitalized, standing alone, only if
referring to a specific government
(7a):

French Government; the Govern-
ment; Government publications,
etc.; *but* Kerensky government;
European governments; insular
government; provincial govern-
ment; island government; seat of
government; etc.

British Commonwealth; the Com-
monwealth; etc.

National (United States)

governmental

Government Printing Office; the Print-
ing Office; the Office (6)

Governor General (16a):

of Canada; the Governor General
of the Philippine Islands; the Gover-
nor General

Governor (6):

of Puerto Rico; the Governor
of the Federal Reserve Board; the
Governor

of the Panama Canal; the Governor
of Wisconsin; etc.; the Governor

Grain Futures Administration; the
Administration (6)

Grand Army of the Republic; the Grand
Army; the Army (6)

Grand Army Post No. 63; etc.; Post
No. 63; Grand Army post; the
post (3)

Grange, the (National) (8)

graph 2, A, II, etc. (3c); *but* Graph 2,
with title (17)

- Great (3, 8):
 Basin
 Beyond
 Divide
 Lakes; the Lakes (3, 3a)
 Plains
 White Way (New York City)
 great circle (navigation)
 Greater New York (8)
 group 2, II, A, etc. (3c); *but* Group 2,
 with title (17)
 Gulf of Mexico; the Gulf (3, 3a)
 Gulf Stream; the stream (3)
- Hague, The; *but* the Hague Court (4)
 Hall (Senate or House) (3a)
 Halls of Congress (3a)
 Heaven (Deity) (15); heaven (place)
 Hemisphere, Eastern; Western; etc.;
 the hemisphere (8)
 High Church (15)
 High Commissioner (16a)
 High School, only if part of proper
 name; the high school (3):
 Eastern
 Western
 Catonsville
 Highway Bridge (Washington, D.C.);
 the bridge (3)
 His Excellency the Duke of Athol; etc.;
 His Excellency; Their Excellencies
 (16a)
 His Majesty; Her Majesty; Their
 Majesties (16a)
 Historical Adviser of the Department
 of State; the Historical Adviser (16a)
 historical events and epochs (10):
 Reformation, the
 Renaissance, the
 Restoration, the (English)
 Revolution, the (American, 1775;
 French, 1789; English, 1688)
 Revolution of July (French)
 holidays, etc. (10):
 Admission Day
 Arbor Day
 Armistice Day
 Christmas Day, Eve
 Decoration Day
 Easter Sunday
 Father's Day
 Fourth of July
 Good Friday
 Inauguration Day
 Independence Day
 Labor Day
 Memorial Day
 Mother's Day
 New Year's Day, Eve
 Thanksgiving Day, Eve
 Washington's Birthday
 Holy Writ (Bible) (15)
- Hospital, only if part of proper name;
 the hospital (3):
 Edward Hines, Jr.
 Fifth Regiment
 Providence
 St. Elizabeths (no apostrophe)
 House, if part of proper name:
 Ebbitt (hotel); the house (3)
 Johnson house (private residence) (3)
 of Representatives; the House (6)
 of the Woods (palace); the House
 (3, 3a)
 Office Building; the office building (3)
 House of Representatives, titles of offi-
 cers, standing alone, capitalized
 (16a):
 Chairman (Committee of the Whole)
 Chaplain
 Clerk
 Doorkeeper
 Official Reporter
 Parliamentarian
 Postmaster
 Sergeant at Arms
 Speaker
 Speaker pro tempore
 Hydrographer, the (Navy Department)
 (16a)
 Hygienic Laboratory; the Laboratory
 (6)
- Income Tax Unit; the Unit (6)
 independence; in the year of our inde-
 pendence the one hundred and fifty-
 sixth
 Indians (1):
 Absentee Shawnee
 Eastern (or Lower) Band of Chero-
 kee; the band (3)
 Five Civilized Tribes; the tribes (3)
 Joseph's Band; the band (3)
 Shawnee Tribe; the tribe (3)
 Inquisition, Spanish; the Inquisition
 (10)
 Institute, if part of proper name;
 capitalized, standing alone, only if
 referring to an international organ-
 ization (6):
 Institute of International Law; the
 Institute
 Woman's Institute; the institute
 Institution, if part of name; capitalized,
 standing alone, only if referring to
 a national governmental unit (6):
 Smithsonian Institution; the Insti-
 tution
 Carnegie Institution; the institution
 insular government; island government
 international law
 Isthmian Canal; the Canal (3, 3a)
 Isthmus of Panama, the Isthmus (3,
 3a)

- italicize (2)
 Ivory Coast (8)
 Jersey cattle (11)
 Jim Crow law, car, etc. (13)
 Journal clerk; the clerk
 Journal (House or Senate) (17)
 Judge Advocate General (Army or Navy) (16a)
 King of England; etc.; the King (16a)
 Ku-Klux Klan (organization); the Klan (6)
 Lake, only if part of proper name; the lake (3):
 Salt
 Lake of the Woods
 Lakes, the (Great Lakes) (3a)
 Lane, only if part of proper name; the lane (3):
 Bradley
 Maiden
 Latter-Day Saints (15)
 law of nations
 law of nature
 League of Nations; the League (6):
 Assembly of the; the Assembly
 Council of the; the Council
 Covenant of the; the Covenant
 Secretariat of the; the Secretariat
 Legal Adviser of the Department of State; the Legal Adviser (16a)
 Legation, Chinese; etc.; the Legation (6)
 Legion, if part of proper name:
 American; the Legion (6)
 French Foreign; the legion (6)
 Legislative Assembly, only if part of proper name (6):
 of New York; the legislative assembly; the assembly
 of Puerto Rico; the legislative assembly; the assembly
 Legislature, only if part of proper name (6):
 National Legislature (United States Congress)
 Ohio Legislature; the legislature
 Letters Patent No. 378964 (17)
 Levant, the (Mediterranean region) (8)
 Liberty Loan bonds; the loan bonds; the bonds (3)
 Librarian of Congress; the Librarian (16a)
 Library, if part of proper name:
 of Congress; the Library (3, 3a)
 Public (District of Columbia); free
 Public Library; the library (3)
 Lieutenant Governor, of a State; the Lieutenant Governor (16a)
 Light, only if part of proper name; the light (3, 3a):
 Boston Light
 Buffalo South Pier Light 2; *but* light no. 2; light 2 (3c)
 Highland Light
 but Massachusetts Bay lights
 Lighthouse (*see* Light Station)
 Lighthouse Service; the Service (6)
 Lightship (formerly Light Vessel), only if part of proper name; the lightship (3):
 North Manitou Shoal Lightship
 Grays Reef Lightship
 Light Station, only if part of proper name; the light station; the station (3):
 Minots Ledge Light Station
 Watch Hill Light Station
 Line(s), only if part of proper name; the line(s) (3):
 Burlington Lines (railroad)
 Cunard Line (steamship)
 Greyhound Line (bus)
 Ludington Line (airplane)
 Lock 1; Lock No. 1; Locks Nos. 1 and 2 (3)
 Loop, the (section of city) (8)
 Louisiana Purchase (8)
 Low Church (15)
 Lower, only if part of proper name (3):
 Lower California (Mexico)
 Lower Egypt
 lower House of Congress
 lower Mississippi
 Lower Peninsula (of Michigan)
 Magna Carta (17)
 Majesty, His, Her; Their Majesties (16a)
 Major General Commandant (Marine Corps); the major general (16a)
 Mall (District of Columbia) (3a)
 mandate
 Mandatory Government, if referring to a specific government; the Mandatory (7a)
 map 3, A, II, etc. (3c); *but* Map 2, with title (17)
 Marine Corps; the corps (6); a marine (16a)
 Marine Corps Naval Reserve; Marine Corps Reserve; the reserve (6)
 Maritime Customs (Chinese International Customs Service) (6)
 Maritime Provinces, Canada (8)
 market grades (11):
 Half Blood, Fine, Second (wool), etc.
 Middling, Fair, Good, Ordinary (cotton)
 No. 2 Dark Northern Spring, No. 1 Red Spring, No. 2 Red Durum, Sample grade (wheat)
 Old Belt Flue-cured, Southern Bright (tobacco)
 Prime, Fancy, Common (cattle)
 Red Kidney, U.S. No. 2 Pea (beans)
 Timothy Light Clover Mixed, Upland Prairie (hay)
 Marshal, United States Supreme Court (16a)
 Member, if referring to a Senator, Representative, Delegate, or Resident Commissioner of United States Congress

- Memorial Bridge, Arlington; the Memorial Bridge; the bridge (3, 3a)
 Merchant Marine Naval Reserve; the reserve (6)
 midcontinent region
 Middle West, Midwest (section of United States) (8)
 Middle Western States; Midwestern States; *but* midwestern farmers; etc. (8, 8a)
 Mikado, the (Emperor of Japan) (16a)
 Military Academy, United States; the academy (3, 3a)
 Military Establishment (Army); the establishment (6)
 Militia, only if part of proper name; the militia (6):
 First Regiment Ohio
 Indiana
 Naval
 New York Naval Reserve
 of Ohio
 Organized
 Minister Plenipotentiary; the Minister (16a)
 Mint, Philadelphia; etc.; the mint (3)
 miscellaneous lower-cased terms. (*See* derivatives)
 Mission, only if part of proper name; the mission (6):
 diplomatic mission
 Gospel Mission
 Monroe Doctrine (17)
 Monument, Bunker Hill; etc.; the monument (3)
 Monument, Washington (District of Columbia); the Monument (3a)
 Monument Grounds (D.C.); the grounds (3)
 Monument Lot (D.C.); the lot (3)
 moon, rarely capitalized (12d)
 Mountain States (8)
 Mount Vernon Memorial Highway; the Memorial Highway; the highway (3, 3a)
 Mr. Chairman; Mr. Secretary; etc. (16b)
 Museum, National; the Museum (3, 3a)
 Nation (synonym for United States) (7)
 Nation, Creek; Osage; etc.; the nation (7a)
 nation, in general, standing alone (7a)
 Nation-wide (United States)
 National, only if preceding a capitalized name:
 Academy of Sciences; the Academy (6)
 Advisory Committee for Aeronautics; the Committee (6)
 and State institutions; etc.
 Bank Redemption Agency; the Agency (6)
 Capital (Washington); the Capital (3, 3a)
 Forest, Prescott; etc.; the national forest; the forest (3)
 National, etc.—Continued
 Forest Reservation Commission; the Commission (6)
 Gallery of Art; the National Gallery; the Gallery (3, 3a)
 Grange; the Grange (3, 3a)
 Guard, Ohio; etc.; the National Guard; the guard; a guardsman (6, 16a)
 Home for Disabled Volunteer Soldiers (6)
 Legislature (United States Congress) (6)
 Medical Museum; the Medical Museum; the museum (6)
 Naval Volunteers; the Naval Volunteers; the volunteers (6)
 Park, Yellowstone; etc.; Yellowstone Park; the national park; the park (3)
 Treasury; the Treasury (6)
 Woman's Party; the party (3)
 national customs, spirit, etc. (7a)
 Naturalization Service; the Service (6)
 Naval, if part of proper name (3, 6):
 Academy (United States); the academy
 Aircraft Factory; the aircraft factory; the factory
 Asylum; the asylum
 Establishment; the establishment
 Gun Factory; the gun factory; the factory
 Home (Philadelphia); the home
 Militia; the militia
 Observatory; the Observatory (6)
 Reserve; the Reserve
 Reserve Force; the force
 Reserve officer; Reserve officer
 Station, Key West; etc.; the station
 War College; the War College; the college
 naval, in general sense (6):
 expenditures
 Navy (American or foreign; noun, adjective, or standing alone) (6):
 Admiral of the; the admiral (16a)
 Battle Force; the battle force; the force
 Blue Fleet, etc. (maneuvers); the fleet
 Establishment; the establishment
 Hospital Corps; the corps
 Regular
 Regulations (book) (17); *but* Navy regulation 56
 Scouting Force; the scouting force; the force
 Special Service Squadron; the service squadron; the squadron
 navy blue; navy cloth; etc. (2)
 Navy Yard, only if immediately preceding or following proper name; the navy yard (3):
 Brooklyn Navy Yard; the Navy Yard, Brooklyn
 Near East (8)

- Needle, Cleopatra's (13)
 Negro, Negress (1)
 New, only if part of proper name (1):
 Ebbitt
 Willard
 New World (8)
 Night Riders (organization); a Night Rider (6, 6a)
 Nine Power Treaty; the treaty (17)
 North Atlantic (8)
 North Atlantic Squadron, the squadron (3)
 North Atlantic States (8)
 northerners
 Northern States (8)
 North Pole (8)
 North Star (Polaris)
 North, the (section of United States) (8)
 numbers and letters capitalized if spelled out as part of a name (3):
 Charles the First
 Committee of One Hundred
 First Regiment
 Fourteenth Census
 Tenth Congressional District; Tenth District

 Observatory, Astrophysical; Naval; the Observatory (6)
 Occident, the (8); occidental
 Office, if referring to a national governmental unit; the Office (6)
 Executive
 General Land
 Government Printing
 Hydrographic
 Nautical Almanac
 of Education
 of Experiment Stations
 of Indian Affairs
 of Naval Intelligence
 of Naval Operations
 of Public Buildings and Public Parks
 of the Supervising Architect
 Patent
 Pension
 Old South (13)
 Old World (8)
 opinion (arbitrary decision)
 Order of Business No. 56 (congressional calendar)
 Ordnance Department; the department (3)
 Organization Tables (War Department publication) (17)
 Organized Militia; the militia (6)
 Organized Reserves; the Reserves (6)
 Orient, the (8); oriental

 Pacific (*see also* Atlantic):
 coast
 Coast States (8)
 seaboard
 slope
 Pan American Union; the Union (6):
 Governing Board; the Board (6)
 Parcel Post Service; the Service (6)

 Parish, Caddo; etc. (Louisiana civil division); the parish (3)
 Park, only if part of proper name; the park (6)
 Park Police, District of Columbia (6); Park policeman
 Parliament, House of; Parliament (6)
 Parliamentarian, House of Representatives (16a)
 part 2, A, II, etc. (3c); *but* Part 2, with title (17)
 Party, only if part of name; the party (6):
 Democratic Party
 National Woman's Party
 Pass, Passes, only if part of proper name; the pass (3):
 Brenner Pass
 Head of Passes, Mississippi River
 Shoshone Pass
 pasteurize (2)
 Paymaster General (Army or Navy) (16a)
 Peninsula, if part of proper name; the peninsula (3):
 Upper (Lower) Peninsula (Michigan)
 Penitentiary, Albany; etc.; the penitentiary (3)
 Permanent Court of International Justice; the World Court; the Court (6)
 Pharisee (Biblical sect) (15); pharisee (in general)
 Philippine:
 Assembly; the assembly (6)
 Commission; the Commission (6)
 Constabulary; the constabulary (6) government
 Philippines, Governor General of the; the Governor General (16a)
 Pier 1, A, etc.; White Star Line pier; the pier (3)
 Pilgrim Fathers (1620); the Pilgrims; a Pilgrim (1)
 Place, only if part of proper name; the place (3); Jefferson Place
 Plains (Great Plains), the (3a)
 plaster of paris (2)
 plate 2, A, II, etc. (3c); *but* Plate 2, with title (17)
 Plaza, Union Station (Washington, D.C.); the Plaza (3a)
 Pole Star (Polaris); polar star
 Police, only if part of proper name; the police (6):
 Capitol
 Metropolitan (District of Columbia)
 Park (District of Columbia)
 political parties and adherents (6, 6a):
 Anticlerical Party; an Anticlerical
 Boxers; a Boxer
 Center; Right; Left
 Communist Party; a Communist
 Conservative Party; a Conservative
 Independent Party; an Independent
 Progressive Party; a Progressive
 Socialist Party; a Socialist
 Unionist Party; a Unionist

- Port, only if part of proper name; the port (3):
 Arthur
 of New York Authority; the port authority of Spain
- Postal Savings System; Postal Savings; the System (6)
- Postal Service; the Service (6)
- Postal Union; the Union (6)
- Postmaster General (16a)
- Powers, Central, Allied (World War); the powers; European powers (7a)
- precinct; first precinct (3c)
- President (16a):
 of the United States; the Executive; the Chief Magistrate; the Commander in Chief; the President-elect
 of any other country, the President of the Civil Service Commission, President of the Commission; the president
 president of the Erie Railroad
- Presidency (office of a head of state) (6)
- Presidential (President of the United States); otherwise lower-cased
- Prince Edward; the Prince of Wales; the Prince (16a)
- Printing Office, Government; the Printing Office; the Office (6)
- Privy Council, His Majesty's; the Privy Council (6)
- Province, if referring to an administrative subdivision of a state (7):
 Ontario Province; Province of Ontario; the Province
- Provincial, only if referring to a specific province (7)
- Proving Ground, if part of proper name; the proving ground (3):
 Sandy Hook; etc.
- Public, No. 37; Public Act 26; Public Act No. 44; Public Law No. 9; Public Resolution 3 (17)
- Public Printer; the Printer (16a)
- Puerto Rico:
 Governor of; the Governor (16a) government (6)
 Legislative Assembly of; the legislative assembly (6)
 Provisional Regiment; *but* Puerto Rico regiment (6)
- Puritan (15)
- Range, Coast; etc. (mountains) (8)
- Rebellion (American Civil War) (10)
- Reconstruction Finance Corporation; the Reconstruction Corporation; the Finance Corporation; the Corporation (6)
- Reform School of the District of Columbia; the reform school (3)
- Reformation, the (10)
- Reformatory, only if part of proper name; the reformatory (3): Elmira; etc.
- Register of the Treasury; the Register (17)
- Regular Army; Regular Navy (6)
- Reign of Terror, the (France, 1792) (10)
- religious names capitalized (15):
 Baptist
 Buddhist
 Catholic; Catholicism; *but* catholic (universal)
 Christian
 Christian Science
 Evangelical
 Hebrew
 Latter-Day Saints
 New Thought
 Protestant
 Seventh-day Adventists
 United Brethren
- Renaissance, the (era) (10)
- Report, only if part of proper name; the report (17)
- Reporter, the (United States Supreme Court) (16a)
- Reporter, Federal (publication); the Reporter (17).
- Representative (in United States Congress)
- Republic, capitalized if part of proper name; capitalized, standing alone, if referring to a specific government (7a):
 French; the Republic
 of Panama; the Republic
 Swiss; the Republic
 United States; the Republic
- Reservation (forest, military, or Indian) if part of proper name; the reservation: Great Sioux
- Reserve:
 United States Army Reserve Corps; the Reserves; Reserve officer
 United States Naval Reserve; the Reserve; Reserve officer
- Resident Commissioner (Philippine Islands and Puerto Rico) (16a)
- Resolution, only if part of proper name; the resolution (17):
 Resolution No. 6
 Public Resolution 6
 Senate Concurrent Resolution 18
 House Joint Resolution 3
 Resolution 42
- Revised Statutes (United States); Supplement to the Revised Statutes (17)
- Revolution, Revolutionary (if referring to the American, French, or English Revolution) (6)
- River, only if part of proper name; the river (3):
 Potomac, the
 Mississippi, the
- roman numerals, common nouns used with, not capitalized (3c):
 book II; chapter II; part II; etc.
but Book II: Modern Types (complete heading) (17)
 Part XI: Early Thought (complete heading) (17)
- roentgen rays (2)

- Road, only if part of proper name; the road (3):
 Benning Road
 Erie Road (railroad)
 Military Road
 route no. 12466; mail route 1742; railway mail route 1144 (3c)
 rule 21; rule XXI (3c)
 Ruler of the Universe (13)
 Rules and Articles of War (book) (17)
- Sabbath; Sabbath Day (15)
 schedule 2, A, II, etc. (3c); *but* Schedule 2, with title (17)
 School, only if part of proper name; the school (3):
 any school of the United States Army or Navy
 Hayes
 Girls' Reform
 St. John's Industrial
 Pawnee Indian
- Scriptures (the Bible) (15)
 Secretariat of the League of Nations; the Secretariat (6)
 Secretary, if referring to the head of a national governmental unit (16a):
 of State; of War; etc.; the Secretary of State for Foreign Affairs, British; for the Colonies; etc.; the Secretary of the Smithsonian Institution; the Secretary
 Secretary General of the League of Nations; the Secretary General (16a)
 section 2, A, II, etc. (3c); *but* Section 2, with title (17)
 Senate, titles of officers, standing alone, capitalized (16a):
 Chaplain
 Chief Clerk
 Official Reporter
 Postmaster
 President of the
 President pro tempore
 Presiding Officer
 Secretary
 Sergeant at Arms
 Vice President
- Senator (United States Congress); *but* lower-cased if referring to State senators unless preceding a name (16a)
 senatorial
 Sergeant at Arms (Senate or House. (16a)
 Sermon on the Mount (15)
 Service, if referring to any Federal or District service; the Service (6):
 Air
 Air Mail
 Army Transport
 Chemical Warfare
 City Delivery
 Consular
 Customs
 Diplomatic and Consular
 Employment
- Service, etc.—Continued
 Extension
 Federal Coordinating
 Foreign
 Foreign Commerce
 Forest
 Indian
 Internal Revenue
 Lighthouse
 National Park
 Postal
 Public Health
 Railway Mail
 Rural Free Delivery; Rural Delivery; Free Delivery
 Secret (Treasury)
 States Relations
 Steamboat Inspection
 Sister; Sisters (adherent of religious order) (15)
 Six Nations (Iroquois Confederacy) (7a)
 Smithsonian Institution; the Institution (6)
 Society, only if part of proper name; the society (6):
 Boston Medical
 of the Cincinnati
 Soldiers' Home, if part of proper name (3):
 Ohio Soldiers' Home; the soldiers' home; etc.
 Soldiers' Home, the (District of Columbia only) (3a)
 Solicitor for the Department of Commerce; etc.; the Solicitor (16a)
 Solicitor General (Department of Justice) (16a)
 Son of Man (Christ) (15)
 Sons of the American Revolution (organization); a Son; a Real Son (6, 6a)
 Sound, if part of proper name; capitalized, standing alone, only if referring to Long Island Sound or Puget Sound (3, 3a)
 Albemarle Sound; the sound
 Pamlico Sound; the sound
 South Atlantic (8)
 South Pole (8)
 South, the (section of United States) (8)
 southerners
 Soviet, if part of proper name; capitalized, standing alone, only if referring to a central governmental unit (6):
 a soviet
 of People's Commissars
 of Labor and Defense
 regime
 system
 Moscow Soviet; city soviet; the soviet
 Union of Soviet Socialist Republics (q. v.)
 Special Order No. 12; Special Orders, No. 12; a special order (17)
 Speedway, the (District of Columbia) (3a)

- Spirit of '76 (painting) (17); *but* spirit of '76 (in general sense)
 spring (season) (9)
 Squadron, only if part of proper name; the squadron (3):
 North Atlantic; etc.
 Square, only if part of proper name; the square (3):
 Lafayette; etc.
 Staked Plains (8)
 Star of Bethlehem (15)
 Star-Spangled Banner (13)
 statehood (7)
 statehouse
 State prison (7)
 State rights (7)
 State-wide (United States) (7)
 State's attorney (7)
 state's evidence (7)
 States (8):
 Eastern; *but* western Gulf (8a)
 Gulf
 Middle
 Middle Western
 Midwestern
 North Atlantic
 Thirteen Original (8)
 Station, only if part of proper name (3); not capitalized if referring to surveying or similar work:
 Broad Street Station; the station (3)
 Union; Union Depot; the depot (3)
 substation A (3c)
 Statistical Abstract; the Abstract (17)
 Statue of Liberty; the statue (3)
 Statutes at Large (United States only) (17)
 Street, only if part of proper name; the street (3):
 One Hundred and Tenth Street
 K Street
 Subtreasury, New York; etc.; subtreasury at New York; the subtreasury (6)
 summer (9)
 sun, rarely capitalized (12d)
 Superintendent, of any Federal or District organization; the Superintendent (16a):
 of the Coast and Geodetic Survey
 of Documents (Government Printing Office)
 of the Naval (or Military) Academy of the Naval Observatory
 Supervising Architect (Treasury); the Architect (16a)
 Supervising Inspector General, the (Steamboat Inspection Service); the Inspector General (16a)
 Supplement to the Revised Statutes (United States); the Revised Statutes (17)
 Supreme Bench (13)
 Supreme Court (United States); the Court; titles of officers, standing alone, capitalized (16a):
 Associate Justice
 Chief Justice
- Supreme Court—Continued
 Clerk
 Marshal
 Reporter
 Surgeon General, the (Army, Navy, and Public Health Service) (16a)
 Survey, only if part of title of a national governmental unit; the Survey (6):
 Biological
 Coast and Geodetic
 Geological
 Lake
 System (6):
 Federal Reserve; the System
 Parcel Post; the System
- table 2, II, A, etc. (3c); *but* Table 2, with title (17)
 Territory, capitalized if part of proper name; capitalized, standing alone, only if referring to a specific Territory (7a):
 of Hawaii; the Territory; etc.
 Territorial, only if referring to a specific Territory (7)
 The, as part of a name, capitalized (4); lower-cased (4a):
 The Adjutant General (chief adjutant general)
 The Assistant Secretary (chief assistant in Labor, Navy, and War Departments)
 The Dalles; The Hague; The Weirs; *but* the Dalles region; the Hague Conference; the Weirs streets
 the Times; the *Mermaid*; the Federal Express
 Thirteen American Colonies; the Thirteen Colonies; the Colonies (8)
 Thirteen Original States (8)
 Tidal Basin (D.C.); the Basin (3, 3a)
 time, standard: central; eastern; mountain; Pacific
 title 2, II, A, etc. (3c); *but* Title 2, with title (17)
 Tomb of the Unknown Soldier; the tomb (3)
 trade names (11):
 Bon Ami
 Ceres flour
 Packard 12
 Pears' soap
 Puffed Rice
 Pyrex glass
 Quaker Oats
 Royal typewriter
 Sapolio
 Shredded Wheat
 Studebaker Commander.
- trans-Atlantic; trans-Siberian; etc.
 Treasurer of the United States; the Treasurer (16a)
 Treasurer, Assistant, of the United States; the Assistant Treasurer; *but* assistant treasurer at New York; etc. (16a)
 Treasury, of the United States; General; National; Public (6)
 Treasury notes (6)
 Treasury Decisions (book); the Decisions (17)
 Treasury Regulations (book); the Regulations (17)

- Treaty of Versailles (17); *but* treaty of 1919; the treaty (3, 3c)
- Tribunal, standing alone, capitalized only in minutes and official reports of a specific arbitration
- Tropic of Cancer; of Capricorn (8)
- Twin Cities (Minneapolis and St. Paul) (13)
- Umpire, in an international arbitration (16a)
- Under Secretary, if referring to a national governmental officer; the Under Secretary (16a):
of State
of the Treasury
- Union, if synonym for United States or part of proper name; lower-cased in general sense (7a):
Pan American Union; the Union
plumbers' union; typographical union; etc.
- Station; Union Passenger Station; etc. (3)
- Union of Soviet Socialist Republics (U.S.S.R.) (6):
Central Control Commission; the Commission
Central Executive Committee; Central Committee; the Committee
Central Soviet (R.I.L.U.)
Congress (of central government)
Executive Bureau (R.I.L.U.)
Executive Committee of the Communist International; the Committee
Political Bureau; the Bureau
Presidium (of Central Executive Committee)
Red International of Labor Unions
University, only if part of proper name; the university (3):
Howard
Leland Stanford Junior
- Unknown Soldier; Unknown Soldier's Tomb; the tomb (3)
- Upper, only if part of proper name (3):
Upper Egypt
Upper Peninsula (of Michigan)
upper House of Congress
- utopia (2)
- venturi tube (2)
- Veterans' Administration; the Administration (6)
- vice consul, British, etc.; the vice consul (16a)
- Vice Governor of the Philippines; the Vice Governor (16a)
- Vice President (same as President) (16a)
- vilayet
- volume 2, A, II, etc. (3c); *but* Volume 2, with title (17)
- Volunteer Naval Reserve; the Reserve (6)
- War, only if part of proper name: (3)
between the States
Civil War
European war
French and Indian War (1754-63)
French and Indian wars
Great War
Indian war
Mexican War
of the Nations
of the Rebellion; the Rebellion
of the Revolution; the Revolution of 1812; *but* war of 1914
Revolutionary War
Seven Years' War
Spanish War
Spanish-American War
with Mexico
with Spain
World War (1914-18)
- ward 1, 2, etc.; first, second, etc. (3c)
- War Mothers (organization); a Mother (6, 6a)
- Washington's Farewell Address (17)
- West Coast (Africa) (8)
- West End; etc. (section of city) (8)
- West Florida (1763-1819) (7a)
- West, the (section of United States) (8)
- Western Hemisphere (8)
- Wheat Belt; the belt (8)
- Whisky Rebellion (10)
- White Army (Russia) (6)
- White Caps (organization) (6)
- White House (3):
Blue Room
East Room
Red Room
State Dining Room
- winter (9)
- Woman's Christian Temperance Union (6)
- Woman's Party (National); the party
- Woods, only if part of proper name; the woods (3):
Belleau Woods
House of the Woods (Palace)
- World:
New World (8)
Old World (8)
- World Court; the Court (6)
- X-rays
- Young Women's Christian Association (6)
- Your Excellency; Your Honor; Your Majesty; etc. (16b)
- Zone, if part of proper name:
Canal (Panama); the zone (3)
Frigid; the zone (3)
Temperate; the zone (3)
- Zoological Park (National); the Park; the Zoo (3, 3a)

SPELLING

(See also Compound Words; Abbreviations)

To avoid the confusion and uncertainty of various authorities on spelling, the Government Printing Office must of necessity adopt a single guide for the spelling of words the preferred forms of which are not otherwise listed or provided for in this manual. This guide is Webster's New International Dictionary, which has been the accepted authority for Government printing for the past 70 years. Unless herein otherwise authorized, the Government Printing Office will continue to follow Webster's spelling. Colloquial and dialect spellings are not to be used unless required by the subject matter or specially requested.

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RULES

Approved forms

22. The forms given in the following list are to be used in preference to any other forms.

abreast	appendixes	bazar	busses
accessory	apprize (to ap- praise)	behoove	bylaw
adapter	archeology	beveling	caddie (golf)
adviser	arrester	bloc (group)	caddying
adz	artisan	blond	caliper
afterward	asafetida	bluing	calk
aid	ascendancy	bombazine	cancellation
aide (military)	awhile (adv.)	boulder	canceled
aide-de-camp	ax	bourne	canceled
airplane	aye	briquet	cannot
aline	backward	briquetted	cantaloup
aluminum	bagging	briquetting	canyon
ambidextrous	bandanna	broadax	carabao (singular, plural)
analog	bark	bronco	carbureted
anyway	baritone	bunion	carburetor
anywise	barreled	bur	caroled
appareled		bus	

catalog	enclose	inquire	racket (all mean-
caviar	enclosure	inquiry	ings)
center	encumber	install	ratable
chancellor	encumbrance	installation	rattan
chancelry	endorse	installed	raveling
channeled	endorsement	installment	recompense
char	endwise	instill	reconcilable
charred	enfeeble	instilled	reconnaissance
check	enforce	instillment	reenforce (enforce
chiffonier	enforcement	insure	again)
chili (pepper)	enroll	inward	refractory
choir	enrolled	jeweler	registrar
chop suey	enrollment	judgment	reinforce
citable	enshade	kidnap	(strengthen)
clue	ensheathe	kilogram	remodeler
coconut	ensnare	kopek	reveler
collaret	enthrall	labeled	rime
conjurer	entrench	landward	ruble
connector	entwine	leatheret	salable
conveyor	envelop	lengthwise	savable
cooky	epaulet	leveler	scaloped
coolie	escaloped	libelant	sextet
coquet	farther (distance)	libeled	Shakespeare
cornetist	further (not dis-	license	sideward
councilor (member	tance)	likable	sirup
of council)	favor	livable	skill
counselor (adviser)	feldspar	lodestar	skilled
crawfish	fetal	lodestone	skillful
cyclopedia	finable	mandolin	smolder
dato	flannelet	maneuver	sometime (adv.)
debouch	fledgling	manywise	stanch
defense	flex	margarin (in chem-	stifling
dependent	flexion	istry)	subpena
desecrate	focusing	margarine (butter	sulphur
dextrous	forbade	substitute)	swiveled
dialing	forbear	medaled	sylvan
dialog	forego	medieval	taxi
diarrhea	fueler	meter	taxied
dieresis	fulfill	modeler	taxies
dieretic	fulfilled	mold	taxying
dike	fulfillment	moneys	teasable
dingey (boat)	funneled	mortise	thralldom
disheveled	fuse (safety de-	movable	thrash
disk	vice)	myth	thresh (grain)
dispatch	fuze (ignition de-	offense	toward
despatch (dip-	vice)	onward	toweling
lomatic com-	gage	organdie	toxemia
munication)	galosh	orthopedia	tranquelize
distill	garrote	pajama	tranquillity
distilled	gasoline	paneling	traveled
distillment	gayety	parceling	traveler
distributor	good-bye	partisan	traveling
doggerel	graveled	percent	trolley
downward	gray	petaled	tunneler
draft	groveling	pickax	turquoise
drought	gruesome	plow	upward
dumfound	gypsy	practice (noun,	visa
eastward	harken	verb)	visaed
edema	hiccup	pretense	wainscoting
edgewise	hindmost	program	weeviled
employee	homeopath	ptomain	westward
enameling	homeward	quarreling	whiskies
encage	hypotenuse	quartet	whisky
encave	idyl	raccoon	willful

Ligatures

23. Ligatures are not used in anglicized or Latin words; in other foreign words national practice is followed.

Caesar	Cædmon (Old English)
Leguminosae	vœu (French)

Diacritical marks

24. Diacritical marks are not used with completely anglicized words.

angstrom	crepe	fete	portiere
applique	crepe de chine	frappe	premiere
apropos	debris	glace	regime
blase	debut	habitué	role
boutonniere	debutante	ingenue	rotisserie
cafe	decollete	jardiniere	roue
cafeteria	denouement	matinee	soiree
comedienne	depot	melee	souffle
confrere	ecru	moire	tragedienne
consomme	elite	moron	
cortège	entree	naive	
coulee	facade	nee	

(a) Foreign words carry the diacritical marks that are an essential part of their spelling.

abbé	communiqué	grillé	porte cochère
agrément	congé	littérateur	porte-lumière
à la carte	coup de grâce	longéron	pousse-café
à la king	coup de maître	matériel	précis
à la mode	coup d'état	mélange	procès-verbal
attaché	crédit foncier	mère	protégé (masculine)
auto-da-fé	crédit mobilier	mésalliance	protégée (feminine)
beauséant	crème	métier	raisonné
bèche de mer	curé	nacré	râle
béton	déjeuner	naïveté	recherché
blessé	distingué	opéra bouffe	résumé
caïque	doña	opéra comique	risqué (masculine)
calèche	dos-à-dos	outré	risquée (feminine)
cañada	entrepôt	papier mâché	santé
canapé	étude	passé (masculine)	señor
centième	exposé	passée (feminine)	table d'hôte
chargé	faïence	pâté	tête-à-tête (n.)
chargé d'affaires	fiancé (masculine)	père	velón
chiné	fiancée (feminine)	piña	vis-à-vis
cloisonné	garçon	pléiade	

Geographic names

25. The spelling of geographic names must conform with the decisions of the United States Geographic Board, except as to accents and diacritical marks, which will not be used unless necessary to avoid confusion of names having identical spelling or unless specially authorized. In the absence of a decision by the Geographic Board, the United States Postal Guide is to be used for names in the United States and its possessions, and the rules of the Board are to be followed in the spelling of foreign names. (See First Report on Foreign Geographic Names, 1932.)

If the decisions or the rules of the Geographic Board permit the use of either the local official form or the conventional English form, it is the prerogative of the originating office to select the form which is most suitable for the matter in hand; therefore, in marking copy or reading proof, it is required only to verify or correct the spelling of the particular form used.

Transliterations

26. In the spelling of nongeographic words transliterated from Chinese, Japanese, or other languages that do not have a Latin alphabet, copy is to be followed literally. (Countries that do not use a Latin alphabet are marked with an asterisk in the table on p. 154.)

Indian words

27. In Indian words, including tribal and other proper names, copy is to be followed literally as to spelling and the use of spaces and hyphens.

Nationality (nouns and adjectives)

28. The table on page 154 shows forms to be used for nouns and adjectives denoting nationality.

Endings “ible” and “able”

29. The following list comprises the words ending in *ible*; other words of this class end in *able*. Words with both endings (indicated in the list) differ in meaning with the ending.

abhorrible	cullible	feasible	incompressible
accendible	decoctible	fencible	inconceivable
accessible	deducible	flexible	incontrovertible
addible	deductible	fluxible	inconvertible
adducible	defeasible	forcible	inconvincible
admissible	defectible	frangible	incorrigible
affectible	defensible	fungible	incorrodible
apprehensible	depressible	fusible	incorruptible
audible	descendible	gullible	incredible
bipartible	destructible	horrible	indefeasible
circumscribable	diffusible	ignitable	indefectible
coctible	digestible	illegible	indefensible
coercible	dirigible	immensible	indelible
cognoscible	discernible	immiscible	indeprehensible
cohesible	discernible	impartible	indestructible
collapsible	discerptible	impassible	indigestible
collectible	dissectible	(impassable)	indiscernible
combustible	distensible	impatient	indivisible
committible	distractible	impedible	indocible
compactible	divertible	imperceptible	inducible
compatible	divestible	impermissible	ineffervescible
compossible	divisible	imperscriptible	ineligible
comprehensible	docible	impersuasive	ineludible
compressible	edible	implausible	inevitable
conducibile	educible	impossible	inexhaustible
conductible	effectible	imprescriptible	inexpansible
confusable	effervescible	impressible	inexpressible
connectible	eligible	imputrescible	infallible
contemptible	eludible	inaccessible	infeasible
contractible	evasive	inadmissible	inflexible
controvertible	evincible	inapprehensible	infractible
convertible	exhaustible	inaudible	infrangible
(convertable)	exigible	incircumscribable	infusible
convertible	expandible	includible	inscribable
convincible	expansible	incoercible	insensible
corrigible	explosible	incognoscible	instructible
corrodible	expressible	incombustible	insubmergible
corrosible	extendible	incommiscible	insuppressible
corruptible	extensible	incompatible	insusceptible
credible	fallible	incomprehensible	intactible

intangible	negligible	redemptible	subvertible
intelligible	nexible	redressible	supersensible
interconvertible	omissible	reducible	suppressible
intervisible	ostensible	reflectible	susceptible
invincible	partible	reflexible	suspensible
invendible	passable	refrangible	tangible
invertible	(passable)	remissible	tensible
invertible	perceptible	renascible	terrible
invincible	perfectible	rendible	traducible
invisible	permiscible	reprehensible	transfusible
irascible	permissible	resistible	transmissible
irreducible	persuasible	responsible	transmittible
irrefrangible	pervertible	reversible	transvertible
irremissible	plausible	revertible	tripartible
irreprehensible	possible	risible	unadmissible
irrepressible	prehensible	seducible	unexhaustible
irresistible	prescriptible	sensible	unexpressible
irresponsible	producible	sponsable	unresponsive
irreversible	productible	suasible	vendible
legible	protrusible	subdivisible	vincible
mandible	putrescible	submersible	visible
marcescible	receptible		vitrescible
miscible			

Endings "ise", "ize", and "yze"

30. A large number of words have the termination *ise*, *ize*, or *yz*, all pronounced *ize*. The letter *l* is followed by *yz* if the word expresses an idea of loosening or separating (from the Greek *λύειν*, as *analyze*); all other words of this class, except those ending with the suffix *wise* and those in the following list, end in *ize* (from the Greek *ῖζειν*).

advertise	compromise	excise	prise (to force)
advise	demise	exercise	prize (to value)
affranchise	despise	exorcise	reprise
apprise (to inform)	devise	franchise	revise
apprize (to appraise)	disenfranchise	improvise	rise
arise	disfranchise	incise	supervise
chastise	disguise	merchandise	surmise
circumcise	emprise	misadvise	surprise
comprise	enfranchise	mortise	
	enterprise	premise	

Endings "cede", "ceed", and "sede"

31. Only one word ends in *sede* (supersede); only three end in *ceed* (exceed, proceed, succeed); all other words of this class end in *cede* (precede, secede, etc.).

Indefinite articles

32. The indefinite article *a* is used before consonants and aspirated *h*; *an* is used before silent *h* and all vowels except *u* pronounced *yu* and *o* pronounced as in *one*.

a historical review	a union	an hour	an onion
a human being	a one-sided view	an honor	an oyster

Plural forms

33. Nouns ending in *o* preceded by a vowel add *s* to form the plural; nouns ending in *o* preceded by a consonant add *es* to form the plural, except as indicated in the following list:

albinos	Eskimos	merinos	sextos
armadillos	gauchos	mestizos	siroccos
cantos	halos	octavos	solos
cascos	inamoratos	octodecimos	tobaccos
centos	juntos	pianos	twos
didos	kimonos	provisos	tyros
duodecimos	lassos	quartos	virtuosos
dynamos	magnetos	salvos	zeros
embryos	mementos	sextodecimos	

34. In forming the plurals of complex titles, the principal word (always a noun) takes the plural form.

Principal word first:
attorneys general
chargés d'affaires
postmasters general
sergeants at arms
sergeants major
surgeons general

Principal word second:
deputy judges
judge advocates
lieutenant colonels
major generals
under secretaries
vice chairmen

35. The following list comprises some of the words whose plurals may cause difficulty:

addendum, addenda	gladiolus (sing., plu.)
alga, algae	hypothesis, hypotheses
alumnus, alumni (masc.); alumna, alumnae (fem.)	index, indexes (indices in mathematics)
antenna, antennae (antennae in zoology)	larva, larvae
antenna, antennae (antennae in zoology)	lava, lavas
appendix, appendixes	medium, mediums
basis, bases	memorandum, memoranda
crisis, crises	phenomenon, phenomena
criterion, criteria	procès-verbal, procès-verbaux
datum, data	radius, radii
desideratum, desiderata	septum, septa
dilettante, dilettanti	stimulus, stimuli
ellipsis, ellipses	stratum, strata
erratum, errata	syllabus, syllabi
folium, folia	synopsis, synopses
formula, formulas	tableau, tableaux
genius, geniuses	terminus, termini
genus, genera	thesis, theses

Possessives and apostrophes

36. The possessive case of a singular or plural noun not ending in *s* is formed by adding an apostrophe and *s*; the possessive case of a singular or plural noun ending in *s* is formed by adding an apostrophe only. (See, however, rule 36a.)

man's, men's	hostess', hostesses'	Jesus'
prince's, princes'	princess', princesses'	Mars'
Essex's, Essexes'	Jones', Joneses'	Dumas'

(a) In the use of an apostrophe in geographic names, firm names, the names of organizations and institutions, and the titles of books the authentic form is to be followed.

Harpers Ferry	St. Peter's Church
Traders Bank	St. Elizabeths Hospital
Masters, Mates, and Pilots' Association	Johns Hopkins University
Court of St. James's	Hinds' Precedents

(b) Possessive pronouns do not take an apostrophe.

its theirs

37. The singular possessive case should be used in such general terms as the following:

author's alterations	printer's ink
miner's inch	writer's cramp

38. An apostrophe is used to indicate contractions and the plurals of letters, figures, and symbols.

don't	it's (it is)	Spirit of '76
I've	Y.M.C.A.'s (plu.)	a's; 7's; ¶'s

39. The possessive case is often used in lieu of an objective phrase even though ownership is not involved.

1 day's labor (labor for 1 day)	for charity's sake
a stone's throw	for pity's sake
2 weeks' pay	For euphony s is omitted in—
his going	for acquaintance' sake
the ship's hovering	for conscience' sake

40. The possessive case is not used in such expressions as the following, in which one noun modifies another.

day labor (labor by the day)	State prison
quartermaster stores	State rights

41. Other than as indicated in rules 38 and 39, an apostrophe is not used if ownership is not to be indicated.

teachers college	Grain Exchanges Act	the Williams claim
------------------	---------------------	--------------------

Doubled consonants in derivatives

42. A single consonant following a single vowel and ending a monosyllable or a final accented syllable is doubled before a suffix beginning with a vowel.

bag, baggage	allot, allotted
red, reddish	concur, concurred
rob, robbing	

(a) If the accent in a derivative falls upon an earlier syllable than in the primitive, the consonant is not doubled.

refer, reference	prefer, preference	infer, inference
------------------	--------------------	------------------

COMPOUND WORDS

(See also Guide to Compounding, p. 165)

A compound word is a union of two or more words, either with or without a hyphen.

In the development of the English language many separate words have been united into compounds because of their close and repeated association, but the process, in general for want of guiding principles, has been both haphazard and erratic. Consequently current usage abounds in inconsistencies, and authorities do not agree.

A compound word conveys a unit idea that is not conveyed by the component words in unconnected succession. The hyphen in a compound is a mark of punctuation that not only unites but separates the component words and thus facilitates understanding, aids readability, and insures a correct pronunciation. The formation of all compounds therefore involves the answer to two questions:

(1) Is a compound word needed?

A compound word is needed only if the intended meaning is not clearly conveyed by the same words in unconnected succession.

(2) Is the compound word to be hyphenated or solid?

A compound word is to be hyphenated only if a hyphen is needed to facilitate understanding, aid readability, or insure a correct pronunciation; otherwise it is to be solid.

Since the formation of compounds is a continuous process of adopting new word forms to meet new requirements, mere word lists can never be complete or satisfactory; therefore principles are the only logical criteria for compounding.

In the interest of uniformity, compounding and the use of the hyphen in compounding are to be governed by the above principles and the following rules, examples, and guide based thereon. Otherwise preference will be given to compounding as shown in Webster's Dictionary.

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COMPOUNDING

(Rules for the hyphen are indicated in parentheses)

General rules

43. Two or more words are compounded either to express a unit idea (literal or nonliteral) or to avoid ambiguity. (See Guide to Compounding, p. 165.)

Literal compounds:

anyone	ball-like (44a)	childlike
drydock	blue-green (50)	hereby
forethought	chocolate-brown (50)	today
outlaw	looker-on (46)	tomorrow
hearsay	good-looking (49)	whitewash
something	ill-advised (49)	hammerharden
afterglow	horsepower-hour (47)	moreover
onlooker	ninety-seven (47)	alongside
everybody	mother-in-law (46)	nowadays

Nonliteral compounds:

newsprint (paper)	hold-up (robbery) (46)
redcoat (soldier)	thimble-eye (fish) (44a)
adderstongue (plant)	walking-wheel (pedometer) (44b)
ladyfinger (cake)	man-of-war (warship) (46)
carpetbagger (adventurer)	jack-in-the-box (toy) (46)

(a) In general, two nouns (including verbal nouns ending in *ing*) used together in their literal sense are joined to form a compound noun only if one of them functions as a prefix or suffix. (See Guide to Compounding, p. 165.)

Nouns joined (italicized noun functioning as prefix or suffix):

<i>birth</i> place	<i>land</i> owner	<i>copy</i> holder
<i>book</i> case	<i>tea</i> kettle	<i>radio</i> telegram
<i>foot</i> man	<i>brick</i> maker	<i>iron</i> monger
<i>door</i> way	<i>brick</i> making	<i>clergy</i> woman

Nouns not joined (meaning clear without compounding):

abiding place	boy king	navy yard
binding tape	day labor	post office
dining room	fellow citizen	school board
printing office	government employee	telegraph pole
training camp	insurance office	title page
working day	member state	wave length

USE OF THE HYPHEN IN COMPOUNDING

Rules applying to all parts of speech

44. A hyphen is used:

- To avoid doubling a vowel or tripling a consonant.
thimble-eye; brass-smith; ball-like
- To insure ready intelligibility.
asses'-eyes; head-on
- To join a single capital letter to a noun or participle.
U-boat; X-ray; T-shaped
- To join the elements of an improvised compound.
make-believe (n.); blue-pencil (v.); know-it-all (n.)

45. A derivative of a compound retains the form of the original compound:

hammerharden	cold-bloodedness
outlawry	ill-advisedly

Compound nouns

46. A hyphen is used in a compound noun containing an adverb as its second element; also in a compound noun consisting of three or more words. (Solid compound words used to form other compounds should not be broken apart under the second clause of this rule—for example, north-northeast; see also rule 47.)

flare-back	forget-me-not (plant)
go-between	man-of-war (warship)
hold-up	mother-in-law
looker-on	jack-in-the-box (toy)

47. A hyphen is used in compound numbers, in compound (double) titles, in compound units of measurement, in complex terms of compass direction, and in other complex compounds.

twenty-one	light-year	north-northeast
secretary-treasurer	horsepower-hour	great-grandfather

48. A compound noun not hyphenated under the above rules is written as a solid word. (The elements italicized in the following examples are typical of a large group of words that commonly function as prefixes or suffixes.)

<i>airship</i>	<i>newspaper</i>	<i>copyholder</i>
<i>birthplace</i>	<i>onlooker</i>	<i>ladyfinger</i>
<i>bookcase</i>	<i>teakettle</i>	<i>radiotelegram</i>
<i>roadside</i>	<i>penholder</i>	<i>huckleberry</i>
<i>plaything</i>	<i>brickmaker</i>	<i>ironmonger</i>
<i>doorway</i>	<i>brickmaking</i>	<i>gentlewoman</i>

(a) A compound containing a possessive noun as one of its elements is written as a solid word without an apostrophe unless an apostrophe and a hyphen are needed to insure intelligibility.

bullseye	<i>but asses'-eyes (44b)</i>
maresnest	<i>ass's-foot (44b)</i>
St. Johnswort	<i>ass's-parsley (44b)</i>

Compound adjectives

49. A compound adjective in which the second element is a participle or a coined adjective in the form of a participle is hyphenated unless derived from a solid compound (see rule 45); other compound adjectives are written as solid words unless a hyphen is required under rules 44, 45, or 50.

good-looking	chicken-hearted	childlike
bell-shaped	cold-blooded	fireproof
ill-advised	whole-souled	headlong
wind-blown	high-minded	bloodthirsty
T-shaped	light-fingered	praiseworthy

50. Compound color terms are hyphenated.

blue-green	chocolate-brown	<i>but bluish green</i>
orange-red	milk-white	dark green

Unit modifiers

51. Words combined to form a unit modifier immediately preceding the word or words modified are hyphenated except as indicated in rules 51*a*, 51*b*, and 51*c*.

above-mentioned law	black-and-tan dog
bluish-green dress	matter-of-fact way
contested-election case	most-favored-nation clause
distinguished-service medal	one-half interest
navy-yard employee	two-party system
well-known author	two-thirds majority
Washington-Alexandria region	10-foot pole

(*a*) The hyphen is not used if the first word is an adverb ending in *ly* or if the first word in a three-word modifier is an adverb and modifies the second.

nicely kept lawn
very well defined rating curve

(*b*) Proper names used as unit modifiers retain their noun form.

Haute-Vienne (French town): Haute-Vienne avenues
United States: United States laws

(*c*) A modifier should not be confused with the word it modifies.

competent shoemaker
wooden-shoe maker

Compounds other than nouns and adjectives

52. Compounds other than nouns and adjectives are written as solid words unless a hyphen is required under rules 44 or 45.

gainsay(ing)	today	inasmuch
caseharden(ed)	tomorrow	nowadays
hammerharden(ed)	everybody	whosoever

Elliptical compounds

53. Where two or more hyphenated compounds have a common basic element and this element is omitted in all but the last, the hyphens are retained.

2- or 3-em quads (*not* 2 or 3-em quads)
long- and short-term money rates (*not* long and short-term money rates)
but twofold or threefold (*not* two or threefold: solid words inseparable)

Scientific terms

54. The compounding and hyphenating of scientific terms are governed by scientific usage. (In general, copy is considered authoritative.)

Civil and military titles

55. Civil and military (single) titles are not hyphenated.

commander in chief	under secretary	<i>but</i> under-secretaryship
major general	vice president	vice-presidency

Fractions

56. A fraction is not hyphenated unless used as a unit modifier.

two thirds
twenty-three thirtieths
twenty-three thirty-seconds
but two-thirds majority (rule 51)

Idiomatic phrases

57. Idiomatic phrases are not hyphenated.

come by (obtain)
Monday week

inasmuch as
insofar as

Prefixes and suffixes

58. Prefixes and suffixes form derivatives—not compounds—and therefore do not require a hyphen except as indicated below.

<i>antedate</i>	<i>infrared</i>	<i>semiofficial</i>	<i>percentage</i>
<i>antislavery</i>	<i>interview</i>	<i>stepfather</i>	<i>twentyfold</i>
<i>bylaw</i>	<i>misstate</i>	<i>subsecretary</i>	<i>manhood</i>
<i>cooperate</i>	<i>nonneutral</i>	<i>superfine</i>	<i>selfish</i>
<i>countercase</i>	<i>postscript</i>	<i>transship</i>	<i>stainless</i>
<i>deenergize</i>	<i>preexist</i>	<i>tricolor</i>	<i>relationship</i>
<i>excommunicate</i>	<i>prooptic</i>	<i>ultraviolet</i>	<i>northward</i>
<i>extraordinary</i>	<i>reenact</i>	<i>unnecessary</i>	<i>clockwise</i>

(a) Combining forms are treated as prefixes.

heroicomic

planoconvex

Anglomania

(b) The prefixes *ex* (former), *quasi*, and *self* (reflexive) and the suffix *elect* require a hyphen.

ex-governor	quasi-contract	self-interest	president-elect
ex-trader	quasi-deposit	self-defense	vice-president-elect

(c) A hyphen is also used:

To avoid doubling a vowel (except after the short prefixes *co*, *de*, *pre*, *pro*, *re*): anti-imperial; micro-organism; ultra-atomic.

To join a prefix to a proper name: un-American; Anglo-American; *but* Pan American (official usage).

To prevent mispronunciation or misinterpretation: contra-indicated; dynamo-electric; re-treat (treat again); non-civil-service positions; anti-hog-cholera serum.

ABBREVIATIONS

(See also Numerals; Symbols)

Abbreviations are used to save space and to avoid distracting the mind of the reader by a repetition of long, cumbersome words or phrases.

The nature of the publication governs the extent to which abbreviations are used. In ordinary text abbreviations are to be avoided, with a few exceptions; in formal usage even fewer abbreviations are required; in the text of technical publications and in parentheses, footnotes, sidenotes, tables, leader work, and bibliographies many words are commonly abbreviated. Cut-in side heads are regarded as text.

Some scientific, technical, and industrial groups have adopted definite forms of abbreviations for terms in their specialized fields, and these forms are acceptable for use in publications falling within the respective fields.

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RULES

Capitalization, hyphenation, period, and spacing

59. In general, an abbreviation follows the capitalization and hyphenation of the word or words abbreviated. It is followed by a period unless otherwise indicated.

A.A.A.S.	no.
c.o.d.	ft.-lb.

(a) In the abbreviation of an expression of two or more words each element is followed by the period, and if any element consists of a single letter the whole abbreviation (initials of names excepted) is run together without spaces.

D.C.	N. Mex.
B.t.u.	but C. M. Jones

Geographic terms

60. The words *United States* are abbreviated if preceding the name of a Government organization in parentheses, footnotes, sidenotes, tables, and leader work; also in all cases if preceding the name of a Government vessel.

U.S. Government
 U.S. National Museum
 U.S. monitor *Nantucket*
 U.S.S. *Brooklyn* (note abbreviation for ship)

61. In other than formal usage the names of States of the United States (except Idaho, Iowa, Maine, Ohio, and Utah) and of Puerto Rico and the Philippine Islands are abbreviated after any geographic term, including armory, arsenal, aviation field, barrack, fort, Indian agency, military camp, national forest, national park, navy yard, reservation, reservoir, or station.

Richmond, Va.
 Anne Arundel County, Md.

Mount Rainier National Forest, Wash.
 Stone Mountain, Ga.

Approved forms of abbreviations:

Ala.	Ill.	Mo.	Okla.	Vt.
Ariz.	Ind.	Mont.	Oreg.	Va.
Ark.	Kans.	Nebr.	Pa.	Wash.
Calif.	Ky.	Nev.	P.I.	W.Va.
Colo.	La.	N.H.	P.R.	Wis.
Conn.	Md.	N.J.	R.I.	Wyo.
Del.	Mass.	N.Mex.	S.C.	
D.C.	Mich.	N.Y.	S.Dak.	
Fla.	Minn.	N.C.	Tenn.	
Ga.	Miss.	N.Dak.	Tex.	

(a) The names of other insular possessions and of Territories and foreign countries are not abbreviated.

62. The words *street*, *avenue*, *place*, and *boulevard* are abbreviated only if necessary to save space, as in tables or leader work. For the numbers of streets or avenues, figures are used in tables and leader work; elsewhere numbers of streets and avenues are spelled out.

First Street NW. Ninth Avenue
 but E Street East (to prevent confusion); also West, North, South

63. The words *fort*, *mount*, *point*, and *port* are not abbreviated.

Descriptions of tracts of land ¹

64. In the description of tracts of public land the following abbreviations are used:

SE $\frac{1}{4}$ NW $\frac{1}{4}$ sec. 4, T. 12 S., R. 15 E. of the Boise meridian
 lot 6, NE $\frac{1}{4}$ sec. 4, T. 6 N., R. 1 W.
 N $\frac{1}{2}$ sec. 20, T. 7 N., R. 2 W. sixth principal meridian
 Tps. 9, 10, 11, and 12 S., Rs. 12 and 13 W.
 T. 3 S., R. 1 E., sec. 34, W $\frac{1}{2}$ E $\frac{1}{2}$, W $\frac{1}{2}$, and W $\frac{1}{2}$ SE $\frac{1}{4}$ SE $\frac{1}{4}$
 sec. 32 (with or without a township number)

(a) In such descriptions where fractions are spelled out *half* and *quarter* are used (not *one half* or *one quarter*).

south half of T. 47 N., R. 64 E.

¹ For full details, see Specifications for Descriptions of Tracts of Land for Use in Executive Orders and Proclamations, published by the Board of Surveys and Maps of the Federal Government, 1931.

Names and titles

65. Christian names are abbreviated only if it is necessary to save space. The following forms are used:

Benj.	Edwd.	Saml.
Danl.	Jas.	Thos.

(a) The following forms are not always abbreviations, and copy should be followed as to periods:

Alex	Ed	Sam
Ben	Fred	Will

(b) In signatures the form used by the signer must be retained.

George Wythe Geo. Taylor

66. In firm names, if it is not necessary to preserve the full legal title, the forms *Bro.*, *Bros.*, *Co.*, *Ltd.*, *Inc.*, and *&* are used; the word *Corporation*, if a part of the name, is not abbreviated.

American Telephone & Telegraph Co.	Smith & Bro.
Jones Bros. & Co.	Vic Sport Shop, Inc.
Maryland Steamship Co., Ltd.	Hough Shade Corporation

(a) The words *railroad* and *railway* are abbreviated (R.R., Ry.) in parentheses, footnotes, sidenotes, tables, and leader work, except in such names as "Washington Railway & Electric Co." and "Florida Railroad & Navigation Corporation."

(b) In the names of informal companionships the word *and* is spelled out.

Gilbert and Sullivan Cuvier and Valenciennes

67. In other than formal usage a civil, military, or naval title preceding a name is abbreviated if followed by Christian name or initial. *Mr.*, *Mrs.*, and *Dr.* are always abbreviated.

Adjt.	Judge Adv. Gen.	Orderly Sgt.
Adjt. Gen.	Lt.	Passed Asst. Surg.
Asst. Surg.	Lt. Col.	Prof.
Brig. Gen.	Lt. Comdr.	Pvt.
Bvt.	Lt. Gen.	Pvt. (1st cl.)
Capt.	Lt. Gov.	Q.M. Gen.
Col.	Lt. (Jr. Gr.)	Q.M. Sgt.
Com. Sgt.	M., MM. (Monsieur,	Second Lt.
Corp.	Messieurs)	Sgt.
First Lt.	Maj.	Sgt. Maj.
First Sgt.	Maj. Gen.	Supt.
Gen.	Messrs.	Surg.
Gov.	Mlle.	Surg. Gen.
Hosp. Sgt.	Mme.	Surg. Maj.
Hosp. Steward	Ord. Sgt. (Ordnance Ser-	Third Lt. Eng.
Insp. Gen.	geant)	

(a) The words *Honorable* and *Reverend* are adjectives, not titles, and should be followed by the first name, the initials, or the appropriate title; they are usually abbreviated unless preceded by *the*.

Hon. Elihu Root; the Honorable Elihu Root
the Honorable Mr. Curtis
Rev. Allen A. Stockdale; Rev. Dr. Stockdale (*not* Rev. Stockdale)
the Reverend Dr. Graham
Rt. Rev. James E. Freeman; the Right Reverend James E. Freeman

(b) The following abbreviations are used after a name:

Esq., Jr., Sr.
Degrees: LL.D., M.A., Ph.D., etc.
Fellowships, orders, etc.: F.R.S., K.C.B., etc.

Parts of publications

68. For parts of publications mentioned in parentheses, footnotes, sidenotes, lists of references, synonymies, tables, and leader work, the following abbreviations are used:

art., arts. (article, articles)	par., pars. (paragraph, paragraphs)
ch., chs. (chapter, chapters)	pl., pls. (plate, plates)
fig., figs. (figure, figures)	pt., pts. (part, parts)
no., nos. (number, numbers)	sec., secs. (section, sections)
p., pp. (page, pages)	vol., vols. (volume, volumes)

Terms relating to Congress

69. For the words *Congress* and *session* in parentheses, footnotes, sidenotes, lists of references, synonymies, tables, and leader work, the following abbreviations are used (note punctuation):

72d Cong., 1st sess.
1st sess. 72d Cong.

70. References to bills, resolutions, documents, and reports in parentheses, footnotes, sidenotes, tables, and leader work are abbreviated as follows:

H.R. 416 (House bill)	S.J.Res. 45 (Senate joint resolution)
S. 116 (Senate bill)	H.Doc. 35 (House document)
H.Res. 5 (House resolution)	S.Doc. 62 (Senate document)
H.Con.Res. 10 (House concurrent resolution)	H.Rept. 214 (House report)
H.J.Res. 21 (House joint resolution)	S.Rept. 410 (Senate report)
S.Res. 50 (Senate resolution)	Ex. Doc. 20 (Executive document)
S.Con.Res. 17 (Senate concurrent resolution)	Misc. Doc. 16 (miscellaneous document)

71. References to statutes in parentheses, footnotes, sidenotes, tables, and leader work are abbreviated as follows (for abbreviations of State names, see rule 61):

Rev. Stat. (Revised Statutes)
Supp. Rev. Stat. (Supplement to the Revised Statutes)
Stat.L. (Statutes at Large)

Calendar divisions

72. The names of months (except May, June, July), where followed by the day, are abbreviated in parentheses, footnotes, sidenotes, tables, and leader work as follows:

Jan.	Apr.	Oct.
Feb.	Aug.	Nov.
Mar.	Sept.	Dec.

(a) In narrow columns of tables the names of months may be abbreviated even if standing alone.

73. The names of days of the week are preferably not abbreviated, but the following forms are used if necessary to save space.

Mon.	Thurs.	Sat.
Tues.	Fri.	Sun.
Wed.		

Common abbreviations

74. The following abbreviations are in common use:

A.D., anno Domini (in the year of our Lord)
 a.i., ad interim (in the interim)
 A.M., anno mundi (in the year of the world)
 B.C., before Christ
 b.o., buyer's option
 B.t.u., British thermal units
 ca., circa (about)
 C.Cls., Court of Claims
 C.Cls.R., Court of Claims Reports
 c.i.f., cost, insurance, and freight
 c.m., circular mil (wire measure)
 c.o.d., cash on delivery
 c.p.a., certified public accountant
 cf., confer (compare)
 e.g., *exempli gratia* (for example)
 et al., et alii, et aliae (and others)
 et seq., et sequentes, et sequentia (and the following)
 et ux., et uxor (and wife)
 etc., et cetera (and so forth)
 f., ff., and following page (pages)
 f.a.s., free alongside
 f.o.b., free on board
 F.R.S., Fellow of the Royal Society
 fo, folio
 feet b.m., feet board measure (with figures)
 ft.-lb., foot-pound
 hp., horsepower
 ibid., ibidem (in the same place)
 id., idem (the same)
 i.e., id est (that is)
 inch², square inch (superior figure here not a reference)
 inch³, cubic inch (superior figure here not a reference)
 K.C.B., Knight Commander of the Bath
 kw.-hr., kilowatt-hour
 L.S., locus sigilli (place of the seal)
 loc. cit., loco citato (in the place cited)
 ms., mss., manuscript, manuscripts
 n.e.s., not elsewhere specified
 no., nos., number, numbers (only preceding figures)
 n.o.i.b.n., not otherwise indexed by name
 nol-pros, nolle prosequi (to be unwilling to prosecute)
 non-pros (v.), non prosequitur (he does not prosecute)
 O.K., O.K.'d., O.K.ing
 O.R.C., Officers' Reserve Corps
 op. cit., opere citato (in the work cited)
 p., pp., page, pages
 percent (no period), per centum
 p.p.m., parts per million
 q.v., quod vide (which see)
 R.O.T.C., Reserve Officers' Training Corps
 r.p.m., revolutions per minute
 S.A.T.C., Student Army Training Corps
 SOS (no periods), suspend other service (wireless distress signal)
 sec.-ft., second-foot
 ser., series
 sp. gr., specific gravity
 ss, scilicet (namely, in law)
 S.S., steamship (with name)
 St., SS., Saint, Saints
 T., Tps., township, townships
 TB (no periods), tuberculosis
 TNT (no periods), trinitrotoluol
 U.S.A., United States of America
 U.S. Army, United States Army

U.S.C., United States Code
 U.S.N.R., United States Naval Reserve
 U.S.S.R., Union of Soviet Socialist Republics
 U S 40 (no periods), United States Highway No. 40
 v. or vs., versus (against)
 viz (no period), videlicet (namely)
 WMAL, etc. (no periods), radio stations
 4°, quarto
 8°, octavo

Terms of measure

75. Compass directions are abbreviated as follows:

N.	E.	S.	W.	10° N. 25° W.
NE.	SW.	NNW.	ESE.	NW. by N. ¼ W.

76. The words *latitude* and *longitude* followed by figures are abbreviated in parentheses, footnotes, sidenotes, tables, and leader work, and the figures are closed up.

lat. 52°33'05'' N.
 long. 13°21'10'' E.

77. Temperature and gravity are expressed in figures with the degree mark; the following abbreviations are used:

C., centigrade	B., Baumé
F., Fahrenheit	A.P.I., American Petroleum Institute
Cel., Celsius	Twad., Twaddell
R., Réaumur	32° F.
K., Kelvin	273.1° K.
Abs., absolute	18° A.P.I.

78. References to meridian in statements of time are abbreviated as follows:

10 a.m.	12 m. (noon)
2:30 p.m. (equal space each side of colon)	12 p.m. (midnight)

(a) The word *o'clock* is not needed with the above abbreviations.

79. Metric abbreviations are simply the initial letters of the respective units combined with the initial letters of the prefixes, set in lower-case and without period, the same form being used for both singular and plural.

Prefixes and their meaning		Metric units	
m	milli = one thousandth (0.001)	m	meter (for length)
c	centi = one hundredth (0.01)	g	gram (for weight or mass)
d	deci = one tenth (0.1)	l	liter (for capacity)
[The unit equals 1]			
dk	deka = ten (10)		
h	hecto = one hundred (100)		
k	kilo = one thousand (1,000)		
Length		Area	
km	kilometer	km ²	square kilometer
hm	hectometer	hm ²	square hectometer
dkm	dekameter	dkm ²	square dekameter
m	meter	m ²	square meter
dm	decimeter	dm ²	square decimeter
cm	centimeter	cm ²	square centimeter
mm	millimeter	mm ²	square millimeter
μ	micron (0.001 mm)	μ ²	square micron
mμ	millimicron		
		Volume	
		km ³	cubic kilometer
		hm ³	cubic hectometer
		dkm ³	cubic dekameter
		m ³	cubic meter
		dm ³	cubic decimeter
		cm ³	cubic centimeter
		mm ³	cubic millimeter
		μ ³	cubic micron

<i>Weight</i>		<i>Land area</i>		<i>Capacity of containers</i>	
kg	kilogram	ha	hectare	kl	kiloliter
hg	hectogram	a	are	hl	hectoliter
dkg	dekagram	ca	centare	dkl	dekaliter
g	gram			l	liter
dg	decigram			dl	deciliter
cg	centigram			cl	centiliter
mg	milligram			ml	milliliter

(a) A similar plan of abbreviation applies to any unit based on the metric system.

A	angstrom	h	henry	kc	kilocycle
a	ampere	j	joule	mf	millifarad
c	cycle (kc only)		ohm (not abbreviated)	μf	microfarad (one millionth of a farad)
d	dyne			μ	one millionth of a micron
e	erg	v	volt		
f	farad	w	watt		

80. The units of English weight and measure are abbreviated as follows, the same form of abbreviation being used for both singular and plural:

<i>Length</i>		<i>Area and volume</i>	
in.,	inch	sq. in.	
ft.,	foot	cu. in.	
yd.,	yard	sq. mile (s)	
mile(s),	not abbreviated	cu. ft.	
<i>Weight</i>		<i>Capacity</i>	
grain(s),	not abbreviated	gill(s),	not abbreviated
dr.,	dram	pt.,	pint
oz.,	ounce	qt.,	quart
lb.,	pound	gal.,	gallon
cwt.,	hundredweight	pk.,	peck
ton(s),	not abbreviated	bu.,	bushel
		bbl.,	barrel

Money

81. For terms indicating money the following abbreviations and symbols are used:

\$	(dollars)	£	(pounds)
c., ¢	(cent, cents)	s.	(shillings)
₱	(pesos)	d.	(pence)

£12 16s. 8d. (not 12/16/8)

(For the abbreviations of other terms indicating foreign money, see Foreign Coins, p. 155.)

NUMERALS

(See also Tabular Work; Leader Work)

Arabic numerals are generally preferable to roman numerals.

Most rules for the use of arabic numerals are based on the general principle that they are used in expressions of quantity or measurement, in enumerations, and in matter that is primarily statistical, but that numbers are spelled out in certain connections for special reasons. The following rules cover the most common conditions that require a decision between the use of arabic numerals and words. Some of them, however, are based on typographic appearance rather than on the general principle stated above.

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NUMBERS EXPRESSED IN FIGURES

Punctuation

82. The comma is used in a number containing four or more digits, except in serial numbers. (See also rule 84.)

2,349 364,320 8,123,400

Quantities and measurements

83. Quantities and measurements are expressed in figures, as indicated below.

Age:

6 years old
52 years 10 months 6 days
a 3-year old

Clock time (see also Time):

4:30 p.m. (equal space each side of colon)
10 o'clock or 10 p.m. (preferably not 10 o'clock p.m.)
half past 4
4^h30^m or 4.5^h, in scientific work, if so written in copy

Dates:

June 1917; June 29, 1917 (*not* June, 1917, *or* June 29th, 1917)
the 5th instant

4th of July (*but* Fourth of July, meaning the holiday)

the 1st [day] of the month (*but* the last of April *or* the first of May,
not referring to specific days)

In referring to a fiscal year, consecutive years, or a continuous period covering more than two years the contracted forms 1931-32, 1801-2, 1875-79 are used (*but* 1895-1914, 1900-1901); for two or more separate years not representing a continuous period a comma is used instead of a dash (1875, 1879).

Decimals: In text a cipher should be supplied before a decimal point if there is no unit, and ciphers should be omitted after a decimal point unless they indicate exact measurement.

0.25 inch

silver 0.900 fine

specific gravity 0.9547

gage height 10.0 feet

but .30 caliber (meaning 0.30 inch; bore of small arms); 30 calibers (length)

Degrees, etc. (spaces omitted):

longitude 77°04'06'' E.

latitude 49°26'14'' N.

a polariscopic test of 85°

45.5° to 49.5° below zero

an angle of 57°

strike N. 16° E.

dip 47° W., *or* 47° N. 31° W.

gravity 16.6° B.

25'.5 *or* 25.5', as in copy

Market quotations:

4½-percent bonds

Liberty bonds sell at 95

Metropolitan Railroad, 109

gold is 109

wheat at 42

sugar, .03

Measurements:

110 meters

about 10 yards

8 by 12 inches

(*not* 8 x 12 inches *or* 8 x 12'')

1½ miles

6 acres

40 bushels

1 gallon

3 ems

20/400 (vision)

60 μ

2,500 horsepower

15 cubic yards

12 pounds

8-penny nail

245 second-feet

80 foot-pounds

10s (for yarns and threads)

Money (see also rule 91):

\$3.65; \$0.75; 75 cents

\$3 per 200 pounds

75 cents apiece

3¢ to 5¢ (no spaces)

Rs.3,225,644 (Indian rupees)

2.5 francs *or* fr.2.5

£2 4s. 6d.

65 yen

₹265

Percentage:

12 percent; 25.5 percent; 0.5 percent (*or* one half of 1 percent)

3.65 bonds; 3.65's, 5-20 bonds; 5-20's; 4½'s; 3's

50-50 (colloquial expression)

Proportion:

1 to 4

1:62,500 (equal space each side of colon)

Time (see also Clock time):

6 hours 8 minutes 20 seconds

10 years 3 months 29 days

8 days

7 minutes

Unit modifiers:

5-day week
8-year-old wine
8-hour day

10-foot pole
 $\frac{1}{2}$ -inch pipe (see also rule 86)

Enumerations

84. Figures are generally used for enumerations and serial numbers, as follows (see also rule 90):

(a) Groups of enumerations (including two or more items).

8 horses and 9 cows (*but* six horses; see rule 90c)
5 men, 3 women, and 9 children

(b) Isolated numbers of 10 or more.

50 ballots nearly 10 miles
10 guns about 40 men
24 horses 10 times as large

(c) Serial numbers.

Bulletin 725	Genesis 39:20 (equal space each side of colon)
Document 71	Metropolitan 9020 (telephone number)
pages 352-357	the year 1931
paragraph 1	17825 St. Clair Avenue
3 U.S. 24	Letters Patent No. 189463

Chemical formulas

85. In chemical formulas ordinary figures are used before the symbol or group of symbols to which they relate and inferior figures after the symbol.

**Fractions**

86. Built fractions ($\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, $\frac{3}{8}$, $\frac{5}{8}$, $\frac{7}{8}$, $\frac{1}{2954}$) are used in text, but the shilling mark with full-sized figures ($1\frac{1}{4}$, $1\frac{1}{2954}$) may be used if specially requested.

87. Figure fractions are used in a unit modifier. (See also rule 94.)

$\frac{1}{2}$ -inch pipe

NUMBERS SPELLED OUT**Numbers beginning a sentence**

88. Numbers are generally spelled out at the beginning of a sentence, but in technical matter or to avoid cumbersome expressions arabic numerals are used even in that position. A colon preceding a number does not affect the use of numerals.

Serious and dignified subjects

89. Numbers mentioned in connection with serious and dignified subjects are spelled out.

the Thirteen Original States
in the year nineteen hundred and thirty-two (in formal documents)
the Seventy-second Congress
millions for defense but not one cent for tribute

(a) Numbers larger than 1,000, if spelled out, should be in the following form:

two thousand and twenty
one thousand eight hundred and fifty
eighteen hundred and fifty (serial number)

27672°—33—5

Enumerations

90. The following enumerations are spelled out:

(a) Enumerations preceding a compound modifier containing a figure.

two $\frac{3}{4}$ -inch boards
twelve 6-inch guns

(b) Indefinite expressions.

the early seventies
in the eighties
between two and three hundred horses

(c) Isolated enumerations less than 10.

six horses
five wells

(d) Ordinal numbers, except in dates and in technical work.

twentieth century
sixty-sixth birthday
One Hundred and Twentieth Street
but 141st meridian, 32d parallel (in technical work)

91. In expressing large numbers the word *million* (or a similar group term) may be spelled out.

20 million	25½ million dollars
460 millions	2¼ thousands

Related numbers

92. Related numbers close together at the beginning of a sentence are treated alike. (See also rule 88.)

Fifty or sixty miles away is snow-clad Mount McKinley.

Round numbers

93. Round numbers are spelled out.

a hundred cows	a million and a half
a thousand dollars	one or two millions
forty-odd people	one hundred and odd men

Fractions

94. Fractions standing alone are generally spelled out. (Note omission of hyphen in fractions; see rule 56.)

three fourths of an inch
one half inch
one fourth inch
or, if copy so reads and is uniform:
three quarters of an inch
half an inch
a quarter of an inch

SYMBOLS

The increased use of symbols and their importance in technical and scientific work has emphasized the necessity of standardization on a national basis and of the consistent use of the standard forms.

Certain symbols are well standardized—number symbols (the digits, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9), letter symbols (the letters of the alphabet, a, b, c, d, etc.), and graphic symbols (the arithmetical signs +, −, ×, ÷). As heretofore, the Government Printing Office will furnish at cost new special symbols for technical matter when necessary.

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RULES

Letter symbols

95. Letter symbols are set in italics without periods and are capitalized only if so shown in copy, since the capitalized form may have an entirely different meaning. However, a few symbols are set in roman if so indicated in copy.

Chemical symbols

96. The chemical elements are designated by the initial letter or a shortened form of the English or Latin name. Not being strictly symbols but rather abbreviations, they are set in roman.

Standardized symbols

97. Symbols duly standardized through the procedure of any national qualified scientific, professional, or technical group are accepted as preferred forms within the field of the group when a duly authenticated copy of such standardized symbols is furnished to the Government Printing Office. The issuing office desiring or requiring the use of such standardized symbols should see that copy is prepared accordingly.

Examples

98. The following approved lists of standardized symbols are acceptable under rule 97, since they have passed the conditions set forth in that rule, approved copies having been furnished to the Style Board:

Mathematical Symbols (ASA Z 10f—1928).

Letter Symbols for Electrical Quantities (ASA. Z 10gl).

Aeronautical Symbols (ASA Z 10e—1929).

Graphical Symbols for Telephone and Telegraph Use (ASA Z 10g6—1929).

Symbols for Hydraulics (ASA Z 10b—1929).

Symbols for Photometry and Illumination (ASA Z 10d—1930).

Symbols for Heat and Thermodynamics (ASA Z 10c—1931).

Report of the Committee on Standardization of the Institute of Radio Engineers, reprinted from the 1931 Yearbook of the Institute of Radio Engineers.

Symbols for Mechanics Structural Engineering, and Testing Materials (ASA Z 10a—1932).

PUNCTUATION

Punctuation is a device to clarify the meaning of written or printed language. In speech, pauses and emphasis serve the same purpose. Either punctuation or pauses, if wrongly placed, may alter the sense.

Well-planned word order requires a minimum of punctuation. The trend toward less punctuation calls for skillful phrasing to avoid ambiguity and insure exact interpretation.

The punctuation required even in well-phrased text should aid clearness. If the use of a punctuation mark is in doubt, the question to be asked is "Why?" rather than "Why not?" If doubt persists, the mark should be omitted to aid the smooth flow of words. Marks interrupt. They are needed only to make the thought clearer or to facilitate oral expression. Beyond that they are detrimental to speed, ease, and exactness of understanding.

Rules for punctuation may be arbitrary in origin and may be observed from habit or inertia. Moreover, rules cannot be devised to meet all exigencies in the limitless variety of word sequence; hence principles must govern.

At each critical point in a sentence there may be a choice of punctuation, so that the following brief summary of the functions of punctuation marks, in order of decreasing break, may prove helpful:

The period marks a full break or complete stop.

The dash, parenthesis, bracket, and comma allow the interpolation of extraneous matter in the main text.

Marks of ellipsis break the continuity of the text to indicate an omission.

The colon introduces the text that follows it but does not necessarily break the continuity of the thought.

The semicolon breaks the text with somewhat more force than the comma and should not be used where a comma will suffice.

The comma—the least break in the text—prevents ambiguity by setting off items in sequence where a false connection might otherwise be imputed.

Quotation marks, question marks, exclamation points, apostrophes, hyphens, and braces all have unique functions which require no explanation.

The general principles governing the use of punctuation are (1) that if it does not clarify the text it should be omitted and (2) that in the choice and placing of punctuation marks the sole aim should be to bring out more clearly the author's thought.

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RULES

Apostrophe

99. The apostrophe is used—

(a) To indicate a contraction.

it's (it is)	the spirit of '76
1890's	M'LEAN (<i>c</i> omitted in small capitals)

(b) To form the plurals of letters, figures, and symbols.

W.C.T.U.'s	7's; ¶'s
p's and q's	2×4's (timber)

(c) To form the possessive case.

John's	Burns'	Joneses'
--------	--------	----------

100. The apostrophe is omitted in abbreviations.

Danl.	Sgt.
-------	------

Brace

101. The brace is used to show the relation of one line or group of lines to another group of lines. The point is placed toward the fewer number of lines, or, if the number of lines is the same, toward the single group.

Supervision of timber sales.	{	1-hour jobs {	District 1 District 7	} 1½ hours' travel time--	{	Sales conducted monthly from May to July.		
		2-hour jobs {	District 6 District 4				} 1 hour's travel time---	
		3-hour jobs {	District 2 District 3					} 2 hours' travel time----
			District 5					

Brackets

102. Brackets, in pairs, are used—

(a) To indicate a correction, a supplied omission, or an interpolation.

He came on the 3d [2d] of July.

Our conference [lasted] 2 hours.

The general [Washington] ordered him to leave.

The paper was as follows [reads]:

They fooled only themselves. [Laughter.]

Our party will always serve the people [applause], in spite of the opposition [loud applause]. (If more than one bracketed interpolation, both are included within the sentence.)

I do not know. [Continues reading:]

The WITNESS. He did it that way [indicating].

Q. (By Mr. SMITH.) Do you know these men [handing witness a list]?

(b) In bills, contracts, etc., to indicate matter that is to be omitted.

103. A single bracket may be used in poetry and indexes before overrun words or figures.

[of all.

Till one man's weakness grows the strength

Argentina: [710

Wireless, regulations of.. 93, 682, 703,

Colon

104. The colon is used—

(a) To introduce a clause that supplements the preceding clause.
(See Capitalization, rule 18*b*.)

Railroading is not a variety of outdoor sport: it is service.

(b) After a complimentary address.

MY DEAR SIR:

Ladies and Gentlemen: (flush)

(c) To introduce formally any matter that follows.

The following question came up for discussion: What policy should be adopted?

He said: [if direct quotation of more than a few words follows]. (See rule 105*b*.)

(d) In expressing clock time.

2:40 p.m. (equal space each side of colon)

(e) In Biblical citations.

Luke 1:3 (equal space each side of colon)

I Corinthians xiii:13 (equal space each side of colon)

(f) In proportions.

Concrete mixed 1:3:5 (equal space each side of colons)

(g) After introductory lines in lists, tables, and leader work, if indented subentries follow.

Seward Peninsula:

Council district:

Northern Light Mining Co.

Wild Goose Trading Co.

Fairhaven district:

Alaska Dredging Association.

Comma

105. The comma is used—

(a) To separate two words or figures that might otherwise be misunderstood.

Instead of hundreds, thousands came.

Instead of 20, 50 came.

February 10, 1929.

In 1930, 400 men were dismissed.

To John, Smith was very kind.

but To John he was very kind.

In 1930 there were 400 men dismissed.

(b) Before a direct quotation of only a few words following an introductory phrase. (See rule 104*c*.)

He said, "Now or never."

(c) To indicate the omission of a word or words.

Then we had much; now, nothing.

(d) After each of a series of coordinate qualifying words.

short, swift streams; *but* short tributary streams.

(e) Between an introductory modifying phrase and the subject modified.

Beset by the enemy, they retreated.

(f) Before *Jr.*, *Sr.*, *Esq.*, *Ph.D.*, *F.R.S.*, etc.

Henry Smith, Jr.

Peter Johns, F.R.S.

(g) To set off parenthetical words, phrases, or clauses.

Mr. Jefferson, who was then Secretary of State, favored the location of the National Capital at Washington.

Mr. Jones, attorney for the defendant, signed the petition.

I should add, moreover, that the conditions are quite different.

It must be remembered, however, that the Government had no guaranty.

It is obvious, therefore, that this office cannot function.

but:

The man who fell [restrictive clause] broke his back.

The dam which gave way [restrictive clause] was poorly constructed.

However desirable this may seem, it cannot be done.

He therefore gave up the search.

(h) To separate thousands, millions, etc., in numbers of four or more digits, except in serial numbers. (See rule 106*b*.)

4,230

50,491

1,000,000

(i) After each member within a series of three or more words, phrases, letters, or figures.

horses, mules, and cattle

Cloth is sold by the bolt, by the yard, or in remnants.

a, b, and c

6, 7, and 8

(j) Before the conjunction in a compound sentence if the second clause is complete with subject and predicate.

Fish, mollusks, and crustaceans were plentiful in the lakes, and turtles frequented the shores.

The boy went home alone, but his sister remained with the crowd.

(k) After a noun or phrase in direct address.

Senator, will the measure be defeated?

Mr. Chairman, I will reply to the gentleman later.

106. The comma is omitted—

(a) Between month and year in dates.

June 1917; *but* June 2, 1917 (rule 105*a*)

(b) In serial numbers.

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Metropolitan 9020 (telephone number)

17825 St. Clair Avenue

Letters Patent No. 189463

(c) Between superior letters or figures in footnote references.

Numerous instances may be cited.^{1 2}

(d) Wherever possible without danger of ambiguity.

\$2 gold

\$2.50 United States currency

\$3.50 Mexican

Executive Order No. 21

General Order No. 12; *but* General Orders, No. 12

Public Law 37; Public Law No. 37; *but* (in text) Public, No. 37

June last

My age is 30 years 6 months 12 days.

colonel Seventh Cavalry (only one colonel); *but* captain, Seventh Cavalry (more than one captain)

Walsh of Massachusetts; Walsh of Montana (duplicate names of Senators or Representatives in United States Congress).
 Carroll of Carrollton; Henry of Navarre (places closely identified with the persons); *but* John Anstruther, of New York; President Hadley, of Yale University.

Dash

107. The dash is used—

(a) To mark a sudden break or abrupt change in thought.

He said—and no one contradicted him—"The battle is lost."
 If the bill should pass—which God forbid!—the service will be wrecked.
 The auditor—shall we call him a knave or a fool?—approved an inaccurate statement.

(b) To indicate an interruption or an unfinished word or sentence (2-em dash).

I de—— I wonder——
 Q. Did you see — A. No, sir.

(c) Instead of commas or parentheses, if the meaning may thus be clarified.

These are shore deposits—gravel, sand, and clay—but marine sediments underlie them.

(d) After a word or phrase set in a separate line, if followed by elements at the beginning of each line of which the word or phrase is implied.

I recommend—
 That we accept the rules.
 That we also publish them.

(e) With a preceding question mark, in lieu of a colon.

How can you explain this?—"Fee paid, \$5."

(f) Sometimes, in lieu of opening quotation marks, in French, Spanish, and Italian dialog.

(g) To precede a credit line or a run-in credit or signature.

Still achieving, still pursuing,
 Learn to labor and to wait.
 —*Longfellow*;

Every man's work shall be made manifest.—I Corinthians 3:13.
 This statement is open to question.—G.H.F.

(h) After a period following a run-in side head. (See rule 114e.)

(i) To separate run-in questions and answers in testimony.

Q. Did he go?—A. No.

108. The dash is not used—

(a) At the beginning of any line of type, except as indicated in rules 107f and 107g.

(b) With any other mark of punctuation except as indicated in rules 107a, 107e, 107g, 107h, and 107i.

Ellipsis

109. Marks of ellipsis (asterisks or periods, according to the nature of the text) are used to indicate the omission of part of a quotation.

Three asterisks, separated by an em quad, are used to denote an ellipsis in text; if periods are used instead of asterisks, they are separated by an en quad. Neither asterisks nor periods are overrun at the end of a paragraph.

In document measure, "line of stars" means seven asterisks indented 2 ems at each end of the line, with the remaining space divided evenly between the asterisks. If two or more sizes of type are used on a page, 10-point asterisks are indented 2 ems; 8-point, 2½ ems; and 6-point, 3½ ems. An extra indentation is added in indented matter.

For the use of marks of ellipsis within quotations, see rule 119.

Exclamation point

110. The exclamation point is used to mark surprise, incredulity, admiration, or appeal, which may be expressed even in a declarative or interrogative sentence.

He acknowledged the error!

How beautiful!

"Great!" he shouted.

What!

Who shouted, "All aboard!" (Note omission of question mark.)

(a) In direct address, either to a person or a personified object, *O* is used without an exclamation point, but if strong feeling is expressed an exclamation point is placed at the end of the expression.

O my friend, let us consider this subject impartially.

O Lord, save Thy people!

(b) In exclamations without direct address or appeal *oh* is used instead of *O*, and the exclamation point is omitted.

Oh, but the gentleman is mistaken.

Oh dear; the time is so short.

Hyphen

111. The hyphen is used—

(a) To connect the elements of certain compound words. (See Compound Words.)

(b) To indicate the continuation of a word divided at the end of a line. (See rules 290-296.)

Parentheses

112. Parentheses are used—

(a) To set off matter not intended to be part of the main argument of the text, yet important enough to be included.

The CHAIRMAN (to Mr. Smith).

Mr. KELLEY (to the chairman).

(Objected to.)

A. (After examining list.) Yes; I do.

Q. (Continuing.)

A. (Reads:)

A. (Interrupting.)

This case (124 U.S. 329) is not relevant.

The result (see fig. 2) is most surprising.

(b) To enclose a parenthetical clause where the interruption is too great to be indicated by commas.

You can find it neither in French dictionaries (at any rate, not in Littré) nor in English.

(c) To enclose an explanatory word not part of the statement.

the Erie (Pa.) News
but the News, of Erie, Pa.

113. A reference in parentheses at the end of a sentence is placed before the period unless it is a complete sentence in itself or unless copy is specifically marked otherwise.

The specimen exhibits both phases (pl. 14, A, B).
The individual cavities show great variation. (See pl. 4.)

(a) If a sentence contains more than one parenthetical reference the one at the end should be placed before the period.

This sandstone (see pl. 6) occurs in every county of the State (see pl. 1).

Period

114. The period is used—

(a) After a declarative sentence.

Stars are suns.
He was employed by Sampson & Co.

(b) After an imperative sentence.

Do not be late.
On with the dance.

(c) After an indirect question or a polite request.

Tell me how he did it.
Please furnish three sets of proofs.

(d) Sometimes to indicate ellipsis.

He went . . . and slept.

(e) After a run-in side head (with a dash following).

Conditional subjunctive.—The conditional subjunctive is required for all unreal and doubtful conditions.

(f) To separate integers from decimals in a single expression.

3.75 percent \$3.50 1.25 meters

(g) After abbreviations, unless otherwise specified. (See Abbreviations.)

gal.	N.E.	but m (meter)
qt.	N.Y.	kc (kilocycle)

(h) After legends and explanatory matter beneath illustrations.

(i) Rarely, to indicate multiplication; the multiplication sign is preferable for this purpose.

a.b (a×b)

115. The period is omitted—

(a) After roman numerals used as ordinals.

George V

(b) In general, at the ends of lines in title pages; after center heads, running heads, and flush or cut-in side heads; after box heads of tables; after scientific or other symbols; after abbreviations based on the metric system; and after items (other than abbreviations) set in columns.

(c) After a quotation mark that is preceded by a period.

He said, "Now or never."

(d) After letters used as names without specific designation.

A said to B that * * *

Mr. A told Mr. B that * * *

but Mr. A. (for Mr. Andrews)

Mr. K. (for Mr. King)

Question mark

116. The question mark is used—

(a) To indicate a direct query, even if not in the form of a question.

Did he do it?

He did it?

Can the money be raised? is the question.

Who asked, "Why?" (Note single question mark.)

(b) To express more than one query in the same sentence.

Can he do it? or you? or anyone?

(c) To express doubt.

He said the boy was 8 (?) feet tall.

For the use of a period instead of a question mark in indirect questions and polite requests, see rule 114c; for the use of an exclamation point in questions, see rule 110.

Quotation marks

117. Quotation marks are used—

(a) To enclose direct quotations. (Each part of an interrupted quotation begins and ends with quotation marks.)

He said "No."

He said, "John said 'No.'" (Alternate single and double quotes for quotations within quotations.)

"John," said Henry, "why do you go?"

(b) In general, to enclose any matter following the expressions *entitled, the word, termed, marked, endorsed, signed, known as, so-called*, etc.

Congress passed the act entitled "An act * * *."

After the word "treaty" insert a comma.

He was known as "The Cid."

(c) At the beginning of each paragraph of a quotation, but at the end of the last paragraph only. In order to avoid too many quotation marks at the beginning of such paragraphs, however, it is sometimes preferable to run matter in. Quotation marks should be limited, if possible, to three sets (double, single, double).

(d) To enclose misnomers, slang expressions, or ordinary words used in an arbitrary way.

He voted for the "lame duck" amendment.

His report was "bunk."

It was a "gentlemen's agreement."

The "invisible government" is responsible.

118. Quotation marks are not used to enclose complete letters having date and signature, or quotations that are indented or set in smaller type.

119. Punctuation marks should be placed inside the quotation marks if they are a part of the matter quoted; otherwise they are placed outside.

Ruth said, "I think so."

The trainman shouted, "All aboard!"

Who asked, "Why?"

Insert the word "growth", "production", or "manufacture", according to facts.

The President suggests that "an early occasion be sought * * *."

120. In a citation the period and quotation marks should precede the footnote reference number.

The commissioner claimed that the award was "unjustified."¹

His exact words were: "The facts in the case prove otherwise."²

121. If poetry is quoted, each verse should start with quotation marks, but only the last verse should end with them. The lines of the poem should range on the left, those that rhyme taking the same indentation, and the quotation marks should be cleared.

"Rest is not quitting
The busy career;
Rest is the fitting
Of self to one's sphere.

"'Tis the brook's motion,
Clear without strife,
Fleeing to ocean
After its life."

—*John Sullivan Dwight.*

Semicolon

122. The semicolon is used—

(a) To separate phrases containing commas.

Other minerals of this stage are dolomite, in small rhombic crystals; celestite, in slender prisms and radial aggregates; and sylvanite, in small prismatic crystals.

Reptiles, amphibians, and predatory mammals swallow their prey whole or in large pieces, bones included; waterfowl habitually take shellfish entire; and gallinaceous birds are provided with gizzards that grind up the hardest seeds.

(b) To separate statements that are too closely related in meaning to be written as separate sentences.

It is true in peace; it is true in war.

123. The semicolon is to be avoided where a comma will suffice.

Single punctuation

124. Single punctuation is used wherever possible without ambiguity.

124 U.S. 321 (no comma)

SIR: (no dash)

Joseph replied, "It is not worth while." (no end period)

TABULAR WORK

(See also Abbreviations; Leader Work)

The object of a table is to present in a concise and orderly manner information that could not be presented so clearly in any other way. The rules here given for tabular composition are based upon the general principle that tables should be clear and easy to read.

The style given for text in other sections of this manual applies also to tables, unless deviation therefrom is made necessary by the form or purpose of the tables. Special features of tabular composition and necessary deviations from text style are set forth in the following rules.

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RULES

Abbreviations

125. In a reading column the names of months, some with the day and some standing alone, are all spelled if the width of the column permits.

126. In columns containing names of persons copy is followed as to abbreviations of given names, but well-known abbreviations of such names are used if necessary to save overruns.

127. Periods are not used after abbreviations followed by leaders but are used before footnote references.

Bear-off

128. An en quad is used for bear-off—from the rule on the left in an inside reading column, from the rule on the right in an inside figure column, from both rules in an inside date column, and from the adjacent rule in an outside date column. In a crowded table the bear-off may be omitted in figure columns. (See rule 174.)

Blanks

129. Blank lines are omitted unless their retention is specially requested.

Box heads

130. Periods are omitted after box heads, but a dash is used after any box head that reads into the matter below.

131. Box heads are set solid and bear off an em space above and below rule unless they run up.

132. Box heads are centered except that in a column 10 ems or more in width a head making three lines or more is set with hanging indention.

133. Box heads run crosswise wherever practicable; if necessary to run up, they are reduced to the minimum practicable depth. If one head must run up, all heads over figure columns in the same table are run up. Running up over reading and date columns is to be avoided. Box heads need not run up in all sections of divided tables.

134. Run-up heads are indented an en quad at the beginning of the line and bear off an en quad from the top rule; if they make two lines, the second is centered; if three lines, they are set with hanging indention.

135. If a single box exceeds the depth of a double or triple box, the extra space is placed in the lowermost box.

136. In compound boxes the greatest number of lines in a top box controls the depth of all the top boxes, unless the total depth of the head would thereby be increased; so also in each of the other boxes. The top box of a triple box head may be of such depth as to make a better appearance by alining its bottom rule with the bottom rule of the second box.

Age at beginning regular work and sex	Employed boys and girls whose work records were obtained						
	Total		Time of year at beginning work [depth of this box governs depth of box on left]				
	Number	Percent distribution	June to August		September to May		Not reported
			Number	Percent distribution	Number	Percent distribution	
Boys (12 to 14) -----	3,869	45.5	1,415	9.6	2,405	15.8	49

137. In boxes containing two lines the first line is to be the longer if possible, but good appearance must not be sacrificed by dividing short words or making two-letter divisions in wide columns.

138. In parallel tables a box head that is divided is repeated on each page. Words are preferably not divided between pages in heads over parallel tables.

139. In referring to quantity or things the word *number* in box heads is spelled if possible.

140. In an 8-point table with a 6-point box head an 8-point quad line is inserted between head and body of table if no italic unit of quantity is given. If a unit of quantity is given, a 6-point quad line is used.

Braces

141. Braces are avoided if possible; if used, they are preferably placed on the right of a rule and should extend to include overruns.

Center heads, flush heads, and subheads

142. Center heads over tables are set solid over solid tables and leaded over leaded tables; they follow the same general style of the tables as to the use of figures and abbreviations.

143. Punctuation is omitted after center heads. Flush heads and subheads are followed by a colon, but a dash is used after any head that reads into the matter below.

144. A full quad line is placed above all center heads in the stub, including years used as heads in reading columns. However, if a dash, overrun, etc., in another column furnishes a blank space above the head, an extra quad line is not added.

145. If the center head clears the reading matter below, and there are leaders, no space is used below the head; if there are no leaders below and the center head clears at least an em, the quad line is omitted, but if it clears less than an em, a full quad line is used; otherwise a full quad line is used below the head.

146. If center heads appear in figure columns, a quad line is placed above but no space below.

147. Where the logical construction of a table requires, it is permissible to insert page-width lines between cross rules within the table to indicate class groups to which the data refer. The box head is not repeated.

Ciphers

148. Where the first number in a column or under a cross rule is wholly a decimal, a cipher is added at the left of its decimal point.

149. Copy is followed in the use of the word *none* or a cipher to indicate none in figure columns. If neither one appears in the copy, leaders are inserted. In columns of figures under the heading *£. s. d.*, if a whole number of pounds is given, one cipher is supplied under *s.* and one under *d.*; if only shillings are given, one cipher is supplied under *d.* The use of ciphers on the right under the heading *Ft. in.* and after a decimal point depends upon the nature of the work, but they will be used unless otherwise requested. In a column containing sums of money the period and ciphers are omitted if the column consists entirely of even dollars.

Continued heads

150. In continued heads an em dash is used between the head and the word *Continued*. The abbreviations *Contd.* or *Con.* are used only to avoid an overrun. If the head is in small caps the term *continued*, *contd.*, or *con.* is not capitalized. The term is set in roman.

151. Continued heads over tables are to be condensed into one line if possible. If heads to tables or box heads have a reference and footnote, the reference is not repeated in the continued head. Notes above tables (see rule 197) are not generally repeated with continued heads unless necessary to make the table clear.

Dashes or rules

152. Rules may be used in place of dashes in a crowded table.
 153. Dashes or rules are not carried in reading or date columns.
 154. Parallel dashes are used to cut off figures from other figures below that are added or subtracted; also above a grand total.

Date columns

155. Date columns with month and day are cast $4\frac{1}{2}$ ems for outside columns and 5 ems for inside columns; with month, day, and year, 7 ems and $7\frac{1}{2}$ ems. The figures are alined on the right, and any extra space is inserted between the month and day. An en comma is used between the day and the year.

156. In a date column of $4\frac{1}{2}$ ems that is the first column of a table the month is cleared instead of being repeated or indicated by *Do.*

157. A date column is not considered a reading column, and no period is used after the date if the column is the last one of the table.

158. Footnote references in date columns are placed at the right. If the date column is the last column, the references are placed at the left.

159. If the year is centered in columns consisting entirely of dates or months, a full quad line is inserted above but no space below.

160. In columns consisting entirely of single and double years, the figures are centered in the columns without leaders.

	1898	
	1899-1900	
	1901-2	

Ditto

161. The abbreviation *do.* is used in reading and date columns only, lower-cased if preceded by leaders, otherwise capitalized; but all *do.*'s should be uniform as to capitalization in any one column. (See rule 156.)

162. *Do.* is not used in the first line under a center head in the column in which the center head occurs, under a line of leaders, or in a reading column containing only short words such as *Yes* and *No*; it may be used, however, under a blank space.

163. *Do.* does not apply to a reference mark on the preceding item. The reference mark, if needed, is added to the *do.*

164. *Do.* under a braced group relates only to the last item of the group.

165. Leaders are not used before *Do.* in the first column nor before or after *Do.* in the last column.

166. In a first column 6 ems or less in width $1\frac{1}{2}$ ems of quads are used before *Do.*; in all other columns 6 ems or less in width $1\frac{1}{2}$ ems of leaders are used.

167. In a first or last column more than 6 ems in width 2 ems of quads are used before *Do.*; in all other columns more than 6 ems in width $2\frac{1}{2}$ ems of leaders are used. If the preceding line is indented, the indentation of the *Do.* is increased accordingly.

168. In a stub *do.*, followed by 2 ems of leaders, is used under a unit of quantity if the unit is spelled; if the unit is abbreviated, the abbreviation is repeated. (See rule 209.)

169. In fol.-lit. matter inverted commas may be used instead of *do.*

Dollar mark

170. The dollar mark is placed close to the figure; it is used only at the head of the table and under cross rules. In columns containing mixed amounts (as money, tons, gallons) the dollar mark, pound mark, peso mark, or other symbol, as required, is repeated before each sum of money; but if several sums of money are grouped together and added to make a total, the symbol is placed at the top of the group only.

171. In a single money column containing double rows of figures dollar marks are required in both rows, but only on the first line.

\$10-\$12; \$10 to \$12

Double-up tables

172. If the matter under a center head, flush head, or subhead breaks and is carried over to the second part of a double-up table a continued head is inserted at the top of the second part. (See rules 150, 151.)

173. An en-quad bear-off is used on each side of the parallel rule separating the two parts of a double-up table. This applies also to leaders and dashes in the last column of the first part, but not to rules in box heads.

Figure columns

174. Figures aline on the right. In a crowded table the en-quad bear-off may be omitted from the figure columns, but if only a few figures will touch the rule on the left it is preferable to retain the bear-off on the right. The whole table, including all parts of a divided table, must be treated alike.

175. In double rows of figures in a single column, connected by a dash, a plus or minus sign, or the word *to* or a similar connecting word, the dashes, signs, or words are usually alined.

176. Plus or minus signs at the left of figures are placed close to the figures, regardless of alinement.

177. Words and roman numerals in figure columns are alined on the right with the figures; letters and symbols are centered in the columns.

178. Figures expressing mixed units of quantity (feet, dollars, etc.) are alined on the right.

179. Decimal points are alined except in columns containing numbers that refer to mixed units (such as pounds, dollars, and percentage) and have irregular decimals. Copy editors should indicate at the top of each column the clear necessary for decimals; in a continued or double-up table the maker-up should transpose the space so that all columns will have an en bear-off only.

Footnotes and references (see also Headnotes)

180. Figures are used for footnote references, but if figures might lead to ambiguity (for example, in connection with a chemical formula), letters, asterisks, daggers, etc., may be used instead.

181. If a reference is repeated on another page it may carry the original footnote; but, to prevent repetition, especially of a long note, it may carry instead, as a cross reference, the words "See footnote 1 [or 2, 3, etc.], p. —."

182. References to footnotes are numbered consecutively across the page from left to right and across both pages in a parallel table. Footnotes to a parallel table begin on the even page, unless there are no references on that page.

183. Footnote references are placed at the right in reading columns and date columns and at the left in figure columns and are borne off. If a date column is the last column, however, the references are placed at the left.

184. In a figure column or date column a reference letter standing alone in parentheses is centered; in a reading column it is set at the left and is followed by leaders, as if it were a word.

185. The footnotes are placed immediately beneath the table. If the table runs over more than one page, the appropriate footnotes go with each page.

186. If the footnotes to both table and text fall together at the bottom of a page, the footnotes to the table are placed above the footnotes to the text, the two groups separated by a 60-point rule flush on left.

187. Footnotes are set as paragraphs, but two or more short footnotes may be combined by the maker-up in one line, with the blank spaces equalized, provided the spaces are not less than 2 ems. In a series of short footnotes the reference numbers are alined on the right.

188. Footnotes in measure wider than document may be doubled up.

189. The footnotes and notes referring to a table are set solid if the table is solid and leaded if the table is leaded.

190. Footnotes and notes referring to tables are usually set in type 2 points smaller than the table but not smaller than 6-point.

191. The same abbreviations are used in the footnotes as in the table.

192. In footnotes numbers are expressed in figures, even at the beginning of a note or sentence.

193. If a footnote consists entirely or partly of a table, the footnote table is set the full width of text. It should always be preceded by introductory matter carrying the reference number; if necessary copy editor should add an introductory line, such as "See the following table:"

194. An explanatory paragraph without specific reference but belonging to the table rather than to the text follows the footnotes, if any, and is separated from them or from the table by two leads.

Fractions

195. Em fractions are set flush to the rule on the right; en fractions bear off as usual. Whole numbers clear the fractions throughout the columns except in columns containing numbers that refer to mixed units (such as pounds, dollars, and percentage). Copy editors should indicate at the top of each column the clear necessary for fractions; in a continued or double-up table the maker-up should transpose the space so that all columns will have an en bear-off only. (See rule 179.)

196. Fractions standing alone are expressed in figures, even at the beginning of a line.

Headnotes

197. Headnotes above tables are enclosed in brackets and set in type 2 points smaller than the table but not smaller than 6-point. (See rule 151.)

Leaders

198. Leaders run across the entire table except that they are omitted from a last reading column or a first or last date column. Leaders may be omitted in any line from a reading column followed only by other reading columns which in that particular line are blank.

199. Figures used to form a stub may be followed by leaders if so indicated on the copy.

200. If there is only one reading column in a table, the leaders run from the bottom line of an overrun; if there is more than one reading column, they run from the top line, and the overrun ends with a period. (A date column is not regarded as a reading column.)

201. In tables where the lines are numbered on the outside of each page the leaders run from the top line.

Letter-spacing of words

202. Words in a line are letter-spaced if more than $1\frac{1}{2}$ ems would otherwise be required between words. All of a short word is letter-spaced rather than only part of a long one.

Overruns

203. Overruns are set with hanging indention. The indention is 1 em more than the indention of the item or, to prevent conflict, 1 em more than the indention of a following subordinate item.

Reading columns

204. The indention in reading columns is in addition to the en quad used for bear-off.

205. If the last word in a leader line runs close to the rule, an en leader is inserted if space permits; if not, a thin space.

206. Numerical terms are expressed in figures, even at the beginning of a sentence: 241 days from Dec. 1; trains 3 times a day.

Tables in rules

207. All figures bear off an em quad where an em quad can be used on each side of the figures; otherwise they bear off an en quad, except that the first and last columns (including leaders) bear off an em quad from the outside rules.

Total lines

208. The usual indention of the word *Total* is 3 ems, but this indention should be increased as necessary to avoid alinement with preceding item.

Units of quantity

209. Units of quantity in stub columns are placed on the right, 1-em leader from the rule. If the subject does not make a full line but is too long to permit the insertion of the unit of quantity, the line is quadded out and the unit of quantity is placed on the next line at the right, but not preceded by leaders.

210. Over figure columns, units of quantity and the abbreviations *a. m.* and *p. m.*, if not included in the box heads, are set in 6-point italic and are placed immediately above the figures, without periods other than an abbreviating period. If units change in a column the new units are set in italic, with full quad line above and no space below.

211. Units of quantity over figure columns are used only at the beginning of a table or at the head of a continued page or continued column in a double-up table.

Table showing style in regard to the use of units of quantity in stub and figure columns, dashes, reference figures for footnotes, words in figure columns, plus and minus marks, use of braces, miscellaneous figures, usual form of italic and box heads, etc.

Article	Date	Year				
		1901	1902		1903	
FARM PRODUCTS						
Animal matter						
Hides and skins, other than furs.....pounds..	June 16 ¹	Value ²\$5, 729, 927	Quantity 5, 881, 168	Value ²\$942, 246	Quantity 5, 364, 426	Value ²\$964, 424. 00
Wool:						
Washed.....do.....	} May 16	{ 18, 423	{ 146, 000	{ 622-49, 233	{ -----	{ 27, 643. 50
Do.....do.....						
Vegetable matter						
Cocoa and chocolate pounds.....do.....do.....	254, 452	2, 452, 452	+² 24, 942	2, 432, 264	² 476, 242. 00
Coffee.....do.....	Feb. 20	4, 279, 779	4, 263, 943	-64, 243		
Fibers, vegetable:						
In raw state:						
Cotton ³bales..	Mar. 17	42, 648, 335	98, 250	+272, 894	None	
Do.....do.....	Apr. 10	26, 084	16, 789	48, 716	10, 709	40, 278. 50
Do. ³do.....	Apr. 15	63, 094	152, 429	-308, 736	None	
Istle or tampico fiber.....pounds..	May 12	70, 124	84, 026	+5, 158	(⁴)	
Total.....		53, 315, 784		3, 575, 973		1, 059, 864. 00

¹ Approximate.

² Amount estimated.

³ Other than in raw state.

⁴ Not stated.

LEADER WORK

(See also Tabular Work; Abbreviations)

Leader work is a simple form of tabular work without box heads or vertical rules. In general, leader work is governed by the same rules of style as tabular work. Any necessary deviations from that style are indicated below.

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RULES

Columns

212. A figure column is an en quad wider than the longest line of figures but not less than 2 ems.

213. If the last column is a reading column, leaders are run within an en quad of the first word. If the first column overruns it is indented 1 em from the first word of the last column.

Continued heads

214. If leader work continues on a following page, the center and flush heads are also continued.

Ditto

215. The abbreviation *do.* is capitalized if not preceded by leaders.

Dollar mark

216. The dollar mark is used at the beginning of each statement, on the first line of double-up matter, at the head of a continued statement, and on the first line of each cut-in group.

Flush heads and subheads

217. Flush heads and subheads clear the figure columns.

Footnotes

218. Footnotes are placed at the bottom of the page with the footnotes to text, being numbered consecutively with references in text. If the leader work runs over from one page to another, the appropriate footnotes are carried on each page, being repeated if necessary.

Units of quantity

219. A unit of quantity centered over a column of figures is capitalized and set in *italic* in type 2 points smaller than the figures, but not smaller than 6-point. The examples immediately below show the style to be observed where there is a short side head at the left (one lead under unit of quantity).

Pennsylvania R.R.:	<i>Tons</i>
Freight carried Jan. 1, 1921.....	21, 000
Baltimore & Ohio R.R.:	
Freight carried:	
May.....	150, 000
June.....	152, 000

If there is no side head:

Freight carried by the Pennsylvania R.R. and the Baltimore & Ohio R.R. in May.....	<i>Tons</i> 371, 500
---	-------------------------

Miscellaneous examples

220. The following are typical examples of leader work:

Half measure doubled up (units of quantity are alined across the page):

Seedlings:	<i>Inches</i>	Seedlings—Continued.	<i>Inches</i>
Black locust.....	27	Osage orange.....	20
Honey locust.....	16	Catalpa.....	16
Green ash.....	7	Black walnut.....	10
Box elder.....	24	Chestnut.....	12

Mixed units of quantity and amounts and words:

Capital invested.....	\$8, 000
Value of implements and stock.....	\$3, 000
Land under cultivation.....	acres-- 128. 6
Orchard.....	do. 21. 4
Forest land.....	square miles-- 50
Livestock:	
Horses:	
Number.....	8
Value.....	\$1, 500
Cows:	
Number.....	18
Weekly production of butter per cow....	pounds-- 7½
Hogs:	
Number.....	46
Loss from cholera.....	None

Abbreviated unit of quantity repeated:

Length of skull, premaxillaries to condyles, <i>Menodus trigonocerus</i>	mm. 2, 120
Height at shoulder (top of third dorsal), <i>Brontops robustus</i>	mm. 2, 311
Width of atlas, <i>Diploclonus tyleri</i>	mm. 320

DATE LINES, ADDRESSES, AND SIGNATURES

The general principle involved in the typography of date lines, addresses, and signatures is that they should be so set as to stand out clearly from the body of the letter or paper which they accompany. This is accomplished by using caps and small caps and italic, as set forth in the rules below. Other typographic details covered by these rules are designed to insure uniformity and good appearance. Certain general instructions (rules 221 to 224) apply alike to date lines, addresses, and signatures.

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RULES

General instructions

221. Principal words in date lines, addresses, and titles accompanying signatures are capitalized.

222. Titles and *Esg.*, *Jr.*, and *Sr.*, with names, are generally set in caps and lower-case if the name is in caps and lower-case or caps and small caps; if the name is in all caps they are set in caps and small caps, if small caps are available—otherwise in lower-case.

223. Lines set in boldface, all caps, small caps, or caps and small caps are spaced with en quads.

224. Lead is omitted if space is clear between date line and address, signature and text, or signature and address.

Date lines

225. Date lines at the beginning of a letter or paper are set at the right side of the page, the originating office in caps and small caps, the place name and date in italic; if the originating office is not given, the place name is set in caps and small caps and the date in italic; if only the date is given, it is set in caps and small caps. Such date lines are indented from the right 1 em for a single line, 3 ems and 1 em successively for two lines, or 5 ems, 3 ems, and 1 em successively for three lines.

THE WHITE HOUSE, *July 30, 1921.* □

THE WHITE HOUSE, □ □ □

Washington, D.C., January 1, 1921. □

TREASURY DEPARTMENT, □ □ □ □

OFFICE OF THE TREASURER OF THE UNITED STATES, □ □ □

Washington, D.C., May 4, 1921. □

TREASURY DEPARTMENT, *July 30, 1921.* □

DEPARTMENT OF COMMERCE, ☐☐☐*July 30, 1921.* ☐OFFICE OF JOHN SMITH & Co., ☐☐☐*26 Bill Street, New York, N.Y., June 6, 1921.* ☐WASHINGTON, *May 20, 1921—10 a.m.* ☐THURSDAY, *MAY 5, 1921—2 P.M.* ☐WASHINGTON, *November 29, 1921.* ☐☐☐[Received December 6, 1921.] ☐ON BOARD THE U.S.S. "CONNECTICUT", ☐☐☐*September 21, 1921.* ☐OFFICE OF THE COMMISSIONERS OF THE DISTRICT OF COLUMBIA, ☐☐☐*Washington, November 6, 1921.* ☐HOUSE OF REPRESENTATIVES, ☐☐☐☐☐COMMITTEE ON THE MERCHANT MARINE, RADIO, AND FISHERIES, ☐☐☐☐☐*Thursday, October 27, 1921.* ☐

But, congressional hearings:

MONDAY, OCTOBER 24, 1932HOUSE OF REPRESENTATIVES, ☐☐☐☐☐COMMITTEE ON THE MERCHANT MARINE, RADIO, AND FISHERIES, ☐☐☐☐☐*Washington, D.C.* ☐UNITED STATES SENATE, ☐☐☐☐☐SUBCOMMITTEE OF THE COMMITTEE ON MANUFACTURES, ☐☐☐☐☐*Washington, D.C.* ☐CONGRESS OF THE UNITED STATES, ☐☐☐☐☐JOINT COMMISSION OF AGRICULTURAL INQUIRY, ☐☐☐☐☐*Washington, D.C.* ☐

226. Date lines at the end of a letter or paper are set at the left side of the page, indented 1 em. If above the signature they are set in roman caps and lower-case; if below, in caps and small caps for the place and italic for the date.

Above signature:

☐ STEUBENVILLE, OHIO, *July 30, 1921.*☐ *July 28, 1921.*

Below signature:

☐ STEUBENVILLE, OHIO, *July 28, 1921.*☐ *JULY 30, 1921.*

227. Date lines on newspaper extracts are set at the beginning of the paragraph, the place name in caps and small caps and the date in roman caps and lower-case.

☐ NEW YORK, N.Y., August 21, 1921.—A dispatch received here from * * ***Addresses**

228. Addresses are set at the left side of the page, either at the beginning or at the end of a letter or paper as indicated on the copy. If the address is at the beginning, the first line is set flush; if at the end, it is indented 1 em.

To the American Diplomatic and Consular Officers.☐ GENTLEMEN: You are hereby * * **To SMITH & JONES and*☐☐ BROWN & GREEN, Esqs.,
Attorneys for Claimant.☐☐☐ (Attention of Mr. Green.)

(a) If an address line is longer than a name line, the address line is indented 2 ems under the name line; if both lines are about the same length or the address is the shorter, the address line is placed so that its center will be at the end of the name line.

229. The name or title forming the first line of the address is set in caps and small caps; the matter following is set in italic. The words *United States Army* or *United States Navy* immediately following a name are set in roman caps and lower-case, in the same line as the name.

Maj. Gen. LYTLE BROWN, United States Army,
Chief of Engineers.

The CHIEF OF ENGINEERS, UNITED STATES ARMY.

Maj. Gen. LYTLE BROWN,
□□ *Chief of Engineers, United States Army, Washington, D.C.*

Hon. SOUTH TRIMBLE,
□□ *Clerk of the House of Representatives.*

230. General addresses (not to a particular person) are set in italic, flush, with overruns indented 2 ems.

To Collectors of Customs and Internal Revenue:

To the Congress of the United States:

To the Senate:

To the Senate and House of Representatives:

To whom it may concern:

Examples illustrating other types of addresses:

The CHIEF OF ENGINEERS
□□ (Through the Division Engineer).

MY DEAR SIR: I have the honor, etc.

MR. REED:

STATE OF NEW YORK,
County of New York, ss:

DEAR MR. CLERK: I have the honor, etc.

Lt. (Jr. Gr.) JOHN SMITH,
Navy Department:

□ The care shown by you, etc.

231. An extra lead is used below an address at the beginning of a letter or paper.

Signatures

232. Signatures are set at the right side of the page. They are indented 1 em for a single line, 3 ems and 1 em successively for two lines, and 5 ems, 3 ems, and 1 em successively for three lines.

233. The name or names are set in caps and small caps, the title in italic.

234. If name and title make more than half a line, they are set as two lines.

235. Two or more independent signatures are alined on the left, and the longest name is indented 1 em on the right if no title follows.

236. The punctuation of closing phrases is governed by the sense. A detached complimentary close is made a new paragraph.

Examples of various kinds of signatures:

UNITED STATES IMPROVEMENT CO., ☐
By JOHN SMITH, *Secretary*.

JOHN L. PENN, *Solicitor*,
By FREDERICK VAN DYNE,
Assistant Solicitor. ☐

JOHN SMITH ☐ ☐ ☐
(For the Governor of Pennsylvania). ☐

NORTH AMERICAN ICE CO., ☐
G. Y. ATLEE, *Secretary*.

JOHN W. SMITH ☐ ☐ ☐
(And 25 others). ☐

JOHN (his thumb mark) SMITH. ☐

PHILIP P. CAMPBELL, ☐ ☐ ☐
JOHN L. CABLE,
Managers on the part of the House. ☐
[Lead]

WESLEY L. JONES,
KNUTE NELSON,
Managers on the part of the Senate. ☐

☐ I am, very respectfully, yours,

(Signed) ☐ FRED C. KLEINSCHMIDT, ☐ ☐ ☐
Assistant Clerk, Court of Claims. ☐

☐ I have the honor to be,

☐ ☐ ☐ Very respectfully, your obedient servant,

JOHN R. KING, *Secretary*. ☐

☐ Hoping to hear from you soon, I have the honor to be,

☐ ☐ ☐ Very respectfully, your obedient servant,

HENRY L. JONES. ☐

☐ [SEAL]

RICHARD ROE, ☐ ☐ ☐
Notary Public. ☐

J. M. WILBER. [SEAL] ☐
BARTLET, ROBINS & Co. ☐ [SEAL] ☐

☐ In presence of—

☐ ☐ ☐ A. B. BROWN.

☐ ☐ ☐ JOHN DOE.

☐ Attest:

RICHARD ROE, *Notary Public*. ☐

☐ By the governor:

NATHANIEL COX, *Secretary of State*. ☐

☐ Approved.

JOHN SMITH, *Governor*. ☐

☐ By the President:

☐ ☐ ☐ CHARLES EVANS HUGHES,
Secretary of State.

☐ On behalf of the Philadelphia Chamber of Commerce:

GEO. W. PHILIPS.
SAML. CAMPBELL.
H. H. STROHMEYER & Co. ☐

☐ Respectfully submitted.

L. A. WRIGHT, ☐ ☐ ☐
United States Indian Agent. ☐

☐ ☐ ☐ Yours truly,

JAMES STALEY, Jr., ☐ ☐ ☐
Superintendent. ☐

☐ ☐ ☐ Very respectfully,

A. F. CALDWELL, ☐ ☐ ☐
United States Indian Agent. ☐

☐ ☐ ☐ I am yours truly,

☐ ☐ ☐ "Very respectfully,

"M. T. JENKINSON. ☐
"ALBERT WARD."

From 8 to 20 names, inclusive, without titles following, are set in half measure, in caps and small caps, each name on a separate line, the longest line 1 em from right; if more than 20, or if 8 or more with titles following, they are set in full measure, caps and lower-case, run in, indented 5 and 7 ems, as follows:

□□□□ Brown, Shipley & Co.; Denniston, Cross & Co.; Fruhling & Groschen,
 □□□□□ attorneys; C. J. Hambro & Sons; Hardy, Nathan & Co.; Heilbut,
 □□□□□ Symons & Co.; Harrison Bros. & Co., by George Harrison;
 □□□□□ Hoare, Miller & Co.

A long title of three or more lines following a signature is indented as follows:

□[SEAL] (Signed) □THOMAS E. RHODES, □□□
 □□□ *Special Assistant to the Attorney General, Attorney for Howard Sutherland,* □
 □□□ *Alien Property Custodian, and H. T. Tate, Acting Treasurer of the* □
 □□□ *United States.*

ITALIC

(See also Court Style; Symbols)

Italic letters stand out prominently in a page of roman type and therefore are commonly used for words and phrases which for any purpose are to be differentiated from other text. However, as an undue amount of italic actually defeats its purpose, its use in general work is restricted as indicated in the following rules.

	Page
Emphasis, foreign words, titles of publications (rule 237)-----	95
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Names of legal cases (rule 239)-----	95
Scientific names (rule 240)-----	95
Words and letters (rules 241-243)-----	96

RULES

Emphasis, foreign words, titles of publications

237. Italic is not used for mere emphasis, foreign words, or the titles of publications unless it is specially requested and the copy is edited therefor.

Names of vessels and aircraft

238. The names of vessels and aircraft are italicized unless otherwise provided.

the *Friendship* the *U-7*
the *Spirit of St. Louis* the *Do-X*

(a) Such names are quoted in matter printed in other than lower-case roman.

Sinking of the "Lusitania"
SINKING OF THE "LUSITANIA"
Sinking of the "Lusitania"

Names of legal cases

239. The names of legal cases are italicized, except the *v.* or *vs.*

De Jager, appellant, v. Attorney General of Natal, respondent
Smith vs. Brown et al.
but SMITH v. BROWN ET AL. (heading)
SMITH vs. BROWN ET AL. (heading)

Scientific names

240. The scientific names of genera, subgenera, species, and subspecies (varieties) are italicized; the names of groups of higher rank than genera (phyla, classes, orders, families, tribes, etc.) are printed in roman.

Tsuga canadensis
Cypripedium parviflorum var. *pubescens*
the genera *Quercus* and *Liriodendron*
the family Leguminosae

Words and letters

241. The words *Be it resolved*, *Resolved*, *Resolved further*, *Provided*, *Provided further*, and *Ordered*, in bills, acts, resolutions, etc., are italicized; also the words *To be continued* (at the end of an article) and *See* and *See also* (in indexes only).

Be it resolved, That (resolution)

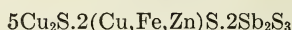
[*To be continued*] (centered; no period)

[Continued from p. 3] (centered; no period)

See also Mechanical data (index entry)

242. All letters (caps, small caps, lower-case, superiors, and inferiors) used as symbols are italicized, except chemical symbols and certain other standardized symbols. (See Symbols.)

$$D \div 0.025 V_m^{2.7} = \frac{0.042}{G-1} V_m^{2.7}$$



243. Parentheses and brackets which are adjoined to italicized words are set in roman type instead of italic; other punctuation marks match the type of the character to which they are adjoined.

FOL., FOL. LIT., ETC.

In some classes of printing—for example, legal and historic documents—literal faithfulness to the original text is essential. The responsibility for faithfulness to original text must rest with the author, editor, or originating office. The extent to which it is desired that copy be followed should always be specifically indicated. (See first paragraph on p. 1.)

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Copy marked "reprint" (rule 246)-----	97
Copy marked "bill style" (rule 247)-----	97
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RULES

Copy marked "fol."

244. Copy marked "fol." is to be followed with respect to verbal expression, spelling, abbreviations, signs, symbols, figures, and italic, but not necessarily with respect to capitalization, punctuation, or compounding. Any spelling in "fol." matter is permissible that has the sanction of a dictionary.

Copy marked "fol. lit."

245. Copy marked "fol. lit." is to be followed in all respects, including capitalization, punctuation, compounding, and even manifest errors, but not necessarily size and style of type.

Copy marked "reprint"

246. Copy marked "reprint" is to be followed in all respects, including size and style of type, if practicable.

Copy marked "bill style"

247. Copy marked "bill style" is to follow the style of the Government Printing Office Bill Style Manual.

The Bill Style Manual conforms to this Style Manual in many particulars, such as the use of figures in dates; sums of money; percentages; the numbers of articles, chapters, lines, pages, paragraphs, parts, sections (including land descriptions), and volumes; the classification of vessels (A-1); and all other instances where *numbered* is used or implied. Otherwise, everything is spelled out except *Mr.* and *Mrs.*

Unprepared copy

248. Copy that bears no preparation will be printed in conformity with this Style Manual.

COURT WORK

(See also Fol., Fol. Lit., etc.; Italic)

The style for court work differs from ordinary style as set forth in the following rules. For matters not provided for herein, the style prescribed in the preceding sections will be followed.

	Page
Supreme Court records (rules 249-264).....	99
Court briefs, Court of Claims opinions, exhibits, and decisions (rules 265-281).....	100
Reports of Interstate Commerce Commission (rule 282).....	101

RULES

Supreme Court records

249. Paragraphs are made of answers in Q. and A. matter.

250. The folio number is flush, in the same line as the first word of the folio; and in a cut-in 3 ems square (unless there is white space above or below). Indentions of paragraphs, etc., are in addition to the 3-em cut-in. In hanging indentions of headings the extra indention is carried to the end of the heading.

251. A cut-in folio is not used opposite a paragraph reading "Indorsement on cover."

252. Copy is followed literally, except as to capitalization, punctuation, and italic (which stands for errors only).

253. In typewritten records manifest errors of the typewriter are corrected (for example, if one letter has been struck over another or if a space appears where a letter was obviously intended to be); but if a word is used in the wrong place (for example, *in* for *on*; *boot* for *boat*; etc.), it is not changed or set in italic.

254. Words having the sanction of any dictionary are permissible, and the spelling is not changed.

255. Italic letters are used to indicate errors in spelling (for example, *curely* for *surely*), except in the names of persons and firms, in geographic names, and in foreign words that are not law terms; roman letters are used to indicate errors in words set in italic. Errors in syntax are not corrected.

256. Doublets are indicated by italicizing the repeated words or lines.

257. The names of vessels are set in roman, quoted.

258. The titles of cases are set in roman, including the abbreviation of *versus*.

259. An apostrophe is used to indicate the omission of one or more letters in a word; but in well-established abbreviations the period is used instead of an apostrophe.

260. A 3-em quad is used to indicate the omission of one or more words.

261. The word *The* is capitalized in names of legal cases as follows:

the said The B. & O. R.R. Co.
 The Sun v. The Globe
 The City of Washington v. The B. & O. R.R. Co.
 the defendant The Davies County Bank

262. Printing Office editorial marks must be erased before the copy is returned to the originating office. Copy editors should make only necessary marks thereon and those lightly, with a soft pencil. Cut-in folios should not be indicated on copy, and jacket numbers should not be carried on each folio; instead, all instructions are put on the editor's instruction sheet. The folio numbers on copy are picked up. Any matter preceding or following an original folio is marked, in pencil, with the jacket number followed by lower-case letters (for example: J 12345a; J 12345b; etc., to the end).

263. Editors must indicate on the instruction sheet such information as 11-point type, cut-in folios, etc.

264. The following names and abbreviations are used by Supreme Court reporters in citations of United States Supreme Court Reports (see also Capitalization):

Cranch (abbreviated Cr.)	Peters (abbreviated Pet.)
Dallas (abbreviated Dall. or Dal.)	United States Reports (abbreviated U.S.)
Howard (abbreviated How.)	Wheaton (abbreviated Wheat.)

Court briefs, Court of Claims opinions, exhibits, and decisions

265. In general, copy is followed as to abbreviations, figures, and other important matters of style, but the following directions and examples must be observed.

266. Single punctuation is used in citations wherever possible.

267. The *STYLE MANUAL* is followed in testimony in Court of Claims transcripts of evidence.

268. The spelling of Indian names is followed in the use of the hyphen and a space.

269. Superior letters are not used in abbreviations unless so indicated by the copy editor.

270. Copy is followed as to the use of the singular or plural possessive referring to the United States as claimant or claimants, defendant or defendants, etc. However, if conflicting forms are used in copy, they are made uniform, either singular or plural.

claimant's brief or claimants' brief
 appellee's exhibits or appellees' exhibits

271. The words *Question* and *Answer* are spelled out and are to begin new paragraphs.

272. If questions are numbered, the number precedes the question.

30. Question.

273. In the titles of cases the first word and all principal words are capitalized, but not such terms as *defendants* and *appellees*.

274. In the titles of cases copy is followed as to the use of figures and abbreviations.

275. The following examples indicate the capitalization, italic, small caps, abbreviations, etc., generally used.

The *Legal Tender cases*.
 In Clarke's case the court says.
 In the case of Clarke.

In *Ex parte* 74 the court said.

In the *Fifteen Percent Rate Increase* case the court decided.

In the case of Jones against Robinson. (A general or casual reference to a case.)

In *Jones v. Robinson* (122 U.S. 329). (A specific citation of a case.)

(*Ex parte Robinson*, 19 Wall. 304).

(*Ex parte* 74, 58 I.C.C. 220).

Bowman Act (22 Stat.L., ch. 4, § [or sec.] 4, p. 50).

Act 5th August 1882 (Supp. Rev. Stat. 284; Stat.L. 28; R.S. 15).

Clarke's case (14 Howe, 14).

WALLACE, J., delivered the opinion.

(31 Stat. 154).

Follow Rev. Stat., Stats., Stat.L., Stats.L., or R.S., as written.

In *Roe v. Doe* the court ruled.

United States v. 12 Diamond Rings.

The United States v. Forty Hogsheads of Tobacco.

(a) The following forms show punctuation and spacing required:

1. X Q.	24. X Int.	5 Re X Q.
X Ques. 1.	X Int. 1.	24th. Cross-ques.
1. Add. direct.	X 20.	46th. Cross-int.
2. R. D. Q.	24. X:	46. Cross-int.
3. Re D. Q.	24. Q.	46. Cross-ques.
4. R. X Q.	24. Question.	46. C. Int.
Re X Q. 1.	X Q. 1.	46th. C. Int.
R. X Int. 1.	24. Int.	Answer to cross-int. 1.

276. In text, a parenthetical citation at the end of a sentence is included within the sentence unless it forms a sentence in itself or unless copy is specifically marked otherwise.

This statement is made by the defendant. (See exhibit 1.)

This statement is made in the claimant's brief (p. 65).

This statement is made by the defendant (exhibit 1), but its accuracy is open to doubt (see exhibit 29).

277. In citations of single lines, the period is inserted at the end of each line.

278. If citations are run in, semicolons are used.

279. The following differences in capitalization should be noted:

The said paper was marked "Defendant's Exhibit No. 4" (exact title).

The defendant's exhibit no. 4 was thereupon placed on file.

280. Footnotes to briefs set in 12-point are set in 10-point.

281. The following capitalization is followed in all court work:

Circuit Court	Court of Private Land Claims
Circuit Court for the Southern District	District Court
Circuit Court of the United States for the Southern District of New York, etc.	John Smith, United States marshal for the Northern District
County Court	Southern District
Court of Appeals	Sixth Circuit
Court of Appeals of the District of Columbia, etc.	Superior Court
Court of Claims	Supreme Bench
Court of Commissioners of Alabama Claims	Supreme Court
	Supreme Court of the District of Columbia, etc.

Reports of Interstate Commerce Commission

282. Reports and orders of the Interstate Commerce Commission are treated as court work. Copy is followed in the spelling of place names, corporation and firm titles, and the punctuation of citations.

SUPREME COURT HEADINGS

[Supreme Court—Transcript of Record]

SUPREME COURT OF THE UNITED STATES

OCTOBER TERM, 1921

No. 439

JAMES C. DAVIS, DIRECTOR GENERAL OF RAILROADS,
AND AGENT UNDER SECTION 206 OF TRANSPORTA-
TION ACT OF 1920, PETITIONER

vs.

MRS. MAUDE E. GREEN, ADMINISTRATRIX OF THE
ESTATE OF JESSE GREEN, DECEASED

ON PETITION FOR WRIT OF CERTIORARI TO THE SUPREME
COURT OF THE STATE OF MISSISSIPPI

INDEX

[Set index in 8-point leaded]

[For briefs (caption)]

*In the Supreme Court of the United States*OCTOBER TERM, 1921

No. 677

THE DELAWARE, LACKAWANNA & WESTERN RAIL-
road Company, plaintiff in error

v.

THE UNITED STATES

*IN ERROR TO THE DISTRICT COURT OF THE UNITED
STATES FOR THE WESTERN DISTRICT OF NEW YORK*

BRIEF FOR DEFENDANT¹

¹Sometimes this is a case-2 line.

COURT OF CLAIMS HEADINGS

[For records]

Court of Claims of the United States

CONGRESSIONAL, No. 13331

GEORGE F. SCHILD v. THE UNITED STATES

EVIDENCE FOR DEFENDANT

INDEX

[Set index in 8-point leaded]

[For briefs (caption)]

In the Court of Claims of the United States

No. H-71

PONCE & GUAYAMA RAILROAD COMPANY, A CORPORATION

v.

THE UNITED STATES OF AMERICA

DEFENDANT'S OBJECTIONS TO PLAINTIFF'S REQUEST
FOR FINDINGS OF FACT; DEFENDANT'S REQUEST FOR
FINDINGS OF FACT; DEFENDANT'S BRIEF

STATEMENT

MISCELLANEOUS RULES

The rules in this section cover miscellaneous features of style that do not properly fall under any of the preceding subjects.

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RULES

Center and side heads

283. The responsibility for uniformity in type used for heads of coordinate rank rests with copy editors.

284. Unless otherwise marked, center heads are set in capitals and side heads are set in lower-case (only first word and proper names capitalized).

285. Periods are omitted after center heads, running heads, and flush and cut-in side heads; a period and dash are used after a side head run in with the text, except such terms as *Article 1, Section 1*.

286. Division of words should be avoided in center heads making more than one line, and the first line should be centered, not made to fill the measure by unduly wide spacing.

287. Center heads set in capitals are spaced with at least en quads between words, and the space is widened proportionately for an extended face or for letter-spaced words.

288. In heads set in capitals a small-cap *c* or *ac*, if available, is used in such names as *McLean* or *MacLeod*; otherwise a lower-case *c* or *ac*. In heads set in small caps an apostrophe is used instead of the *c*. (See also Capitalization, rules 5 and 5a.)

Citations (see also Reference marks and footnotes)

289. In text, a parenthetical citation at the end of a sentence is included within the sentence unless it forms a sentence in itself or unless copy is specifically marked otherwise.

304. The overrun page numbers are indented 7 ems in full measure and $3\frac{1}{2}$ ems in half measure, more than one line being used if necessary. These indentions are increased if necessary to avoid conflict with matter above or below.

305. In index entries the following forms are used:

Brown, A. H., Jr. (*not* Brown, Jr., A. H.)

Brown, A. H., & Sons (*not* Brown & Sons, A. H.)

306. In a table of contents, where such a word as *chapter*, *plate*, or *figure* is followed by a number and period in the first line and cleared in the following lines, an en quad is used after the period in the first line, and the periods are alined.

307. Subheads to tables of contents are centered on the full measure. If such subheads extend to the figure column, the figure column and an equal number of ems on the left are cleared.

Leads and slugs (see Spacing, p. 108)

Legends beneath illustrations

308. Legends of one or two lines are centered; legends of more than two lines are set with hanging indention. If an illustration is narrower than full measure and text is to be run at the side of it the legend is set the width of the illustration; if text is not to be run at the side of the illustration the legend is set full measure regardless of the width of the illustration, unless copy is otherwise marked.

309. Legends are leaded if the text is leaded and are set solid if the text is solid.

310. Legend lines of illustrations which run the broad way should be printed to read up; that is, the even-page legend should be on the binding (or inside) margin, and the odd-page legend on the outside margin.

311. A period is used after legends and explanatory matter beneath illustrations.

Letters illustrating shapes and forms

312. Letters used to illustrate shapes and forms, as *U-shape(d)*, *A-frame*, *T-rail*, are set in gothic—case 380 for 10-point, case 379 for 8-point, and case 378 for 6-point—except that for *I-beam* cases 14, 13, and 12, respectively, are used. A gothic capital is not used in *X-ray* and *U-boat*, which have no reference to shape or form.

Numbered paragraphs or items

313. A period and en quad are used after a number or letter at the beginning of a paragraph or item, but if parentheses are used the period is omitted.

Reference marks and footnotes

314. For reference marks in text, superior figures are used, separated from the words to which they apply by thin spaces, unless immediately preceded by a period or comma. Unless copy and proofs are otherwise marked, the footnotes are numbered consecutively, from 1 to 99, but in a publication that is divided into chapters or articles the reference numbers begin with 1 in each chapter or article. A superior reference mark follows all punctuation marks except a dash.

315. Where reference figures might lead to ambiguity (for example, in matter containing exponents) italic superior letters may be used.

316. Footnotes are set in the same measure as the text to which they belong.

317. Footnotes are set as paragraphs and are separated from the text by a 60-point rule, flush on the left, with 2 leads above and below the rule. Two or more short footnotes coming together may be combined by the maker-up in one line, with the blank spaces equalized, provided the spaces are not less than 2 ems.

318. Unless copy is otherwise marked, footnotes to 12-point text are set in 8-point; footnotes to 10-point and 8-point text are set in 6-point. (See rule 280.)

319. Letters used for reference marks in explaining diagrams, etc., are set in italic for either capitals or lower-case.

Sidenotes and cut-in notes

320. Sidenotes and cut-in notes are set as paragraphs unless otherwise marked; if so prepared they may be set with each line flush on the left and ragged on the right. The measure to be allowed for cut-in notes is 12 ems of 6-point unless otherwise marked, and the note should bear off from the text an em above and below and at least an em at the side.

321. The cut-in note should begin on the third line of the paragraph of text unless the paragraph is too short.

Spacing

322. Spacing of text is governed by the leading, narrow spacing being more desirable in solid matter than in leaded matter. Very thin or very wide spacing in the first line of a paragraph should be avoided.

323. If the last line of a paragraph follows a widely spaced line it is spaced with en quads instead of 3-em spaces.

324. Center heads are separated from the text by slugs, the space below the head being at least 2 points less than the space above.

325. Unless otherwise marked, extracts or other matter set off from the main text by smaller type or indentation are separated from the text by 3 leads in leaded matter and 2 leads in solid matter.

FOREIGN LANGUAGES

This manual relating to foreign languages is purposely condensed for ready reference and is intended merely as a guide, not a textbook, for copy editors, proofreaders, and printers. Only elementary rules and examples are given, and no effort is made to deal exhaustively with any one subject. Minor exceptions exist to some of the rules given, but a close adherence to the usage indicated will be sufficient for most of the foreign-language work of this office.

In the Romance languages, especially, there are other good forms and styles not shown in the following pages; for the sake of uniformity, a style that is admittedly good is presented, and this will be adhered to except in "fol. lit." copy, which may conform to other styles.

FRENCH

Accents, etc., used: à, â, é, è, ê, ë, î, î, ô, ù, û, ü, ç

Twenty-five letters of the Latin alphabet are used, the *w* being added only for foreign words.

Punctuation marks are the same as in English.

Clifton, Grimaux, and McLaughlin's Dictionary, ed. 1923; Petit Larousse, ed. 1930; and Delahaye's Dictionnaire de la prononciation moderne de la langue française, in the order named, are recognized as standards in the Government Printing Office.

Em dashes serve to denote conversational matter and have a space before and after — not closed up as in English.

Capitalization

Capitals are used the same as in English, except that proper adjectives, names of seasons, months, days of the week, titles, and the personal pronoun *je* (I) are not capitalized. In proper names of persons taken from the Italian the article is lower-cased, as *le Dante*; otherwise use the form *La Fayette*. In names of places the article will be lower-cased, as *le Havre*.

Use roman small caps for the centuries—example: XIX^e siècle.

Capitalize the following: Years of the Republican calendar (*l'An IV*), acts of plays (*l'Acte V*), volumes of books (*Tome IX*), titles of rulers (*Louis XIV*), and the numbered divisions of Paris (*le XV^e arrondissement*).

Capitalize the first word and all proper nouns in the title of a book. If the title commences with *Le*, *La*, *Les*, *Un*, or *Une*, capitalize also the second word. Examples: *Origines du culte chrétien*; *Les Origines du culte*; *La Reine Margot*.

In vivid personifications the nouns personified are capitalized, as *Ici habite la Mort* (Death abides here).

Historical events (*la Révolution*) also take the capital.

The equivalents of streets, etc., are lower-cased, as *rue de la Nation*, *avenue de l'Opéra*.

Observe the forms used in the following terms: *l'Académie française*; *la Légion d'honneur*; *Louis le Grand*; *son Éminence*; *l'Église* when referring to the church as an institution, and *l'État* when denoting the nation, as *le Corps d'État*, *le Conseil d'État*.

Accents

The orthographic accents used (acute, grave, and circumflex) must not be confused with the tonal accent that stresses certain syllables of words. In French there is no mark to indicate stress on any particular syllable.

Capital letters will likewise be accented except where the protruding accent is likely to interfere with alinement, as in solid matter. Small caps carry all accents where indicated.

Hyphens

Geographic names containing the prepositions *en*, *de*, and *sur* will be hyphenated, as *Saint-Valéry-en-Caux*. Hyphens are also used in spelled numbers under 100 with few exceptions. See list on page 111.

Spacing

No space is used after the apostrophe following the contraction of a unisyllabic word; as *l'arbre*, *l'homme*, *d'autrement*.

Division of words

Division is made on a vowel or diphthong before a consonant, as *jeu-nesse*. The combinations *bl, br, ch, cl, cr, dr, fl, fr, gl, gn, gr, gy, ph, pl, pr, th, tr*, and *vr* must not be separated, as in *ré-pu-bli-que, dé-peu-ple-ment, cèle-brer, dé-cret, au-tre-ment, ou-vrier, qua-drille, dé-pê-cher, ca-tho-li-que, té-lé-gra-phi-que, Vau-ghan*, but where the *g* and *n* have separate sounds they are divided, as *ag-nus, di-ag-nos-ti-que*.

Division between any other two consonants is proper, as *en-suite, im-mense, juil-let, ec-clé-sias-ti-que*.

As a rule, two vowels will not be separated: *mi-nuit; théâ-tre*.

It is allowable to divide a monosyllable ending in mute *e*, as *mar-che; hom-me*.

In dividing hyphenated phrases such as *ira-t-il*, and *présente-t-on* the *t* must go over.

No division should be made on *x* or *y*, as in *Alexan-dre, roya-liste*.

One-letter divisions, as in *a-près*, are not permissible, nor should a word be divided on one letter in combination with an elision, as *l'è-cole, qu'a-vant*, except in narrow measure.

The ligature *œ* is inseparable.

Abbreviations

Article, titre, chapitre, scène, and *figure* are abbreviated only when they occur in parentheses.

The following abbreviations are frequent, superior letters sometimes being used:

art.	article, article.	MS. (pl. MSS.)	manuscrit, manuscript.
av.	avec, with.	N.-D.	Notre-Dame, Our Lady.
ch.	chapitre, chapter.	No	numéro, number.
cie	compagnie, company.	N.-S.	Notre-Seigneur, Our Lord.
c.-à-d.	c'est-à-dire, that is.	R. S. V. P.	Répondez s'il vous plaît,
Cte	Comte, Count.		An answer is requested.
Dr	docteur, doctor.	S. A. R.	Son Altesse Royale, His Royal
etc.	etcetera, et cetera.		Highness.
fig.	figure, figure.	sc.	scène, scene.
fr., f.	francs, francs.	s.-ent.	sous-entendu, understood.
h.	heure, hour.	S. Exc.	Son Excellence, His Excel-
1 ^{er}	premier (m.), first.		lency.
1 ^{ère}	première (f.), first.	S. M. (pl. LL. MM.)	Sa Majesté, His
II ^e , 2 ^e	deuxième, second.		(Her) Majesty.
in-f ^o	in folio, folio.	S. S.	Sa Sainteté, His Holiness.
J.-C.	Jésus-Christ, Jesus Christ.	s. v. p.	s'il vous plaît, if you please.
M.	Monsieur, Mr.	t.	tome, book.
M ^d	marchand, merchant.	tit.	titre, title.
Me	maître, a lawyer.	v., vol.	volume, volume.
Mgr	monseigneur, my lord.	voy., v., voyes	voir, see.
Mlle	mademoiselle, Miss.	vve	veuve, widow.
Mme	Madame, Mrs.	%	pour-cent, percent.
Mn	maison, house.	&	et, and.

It will be noticed that the period is not used where the last letter in the abbreviation is the last letter of the complete word.

Abbreviations of metric signs:

mm.	myriamètre.	ha.	hectare.	g.	gramme.
km.	kilomètre.	a.	are.	dg.	décigramme.
hm.	hectomètre.	ca.	centiare.	cg.	centigramme.
dam.	décamètre.	das.	décastère.	mg.	milligramme.
m.	mètre.	s., m ³	stère.	kl.	kilolitre.
dm.	décimètre.	ds.	décistère.	hl.	hectolitre.
cm.	centimètre.	t.	tonne.	dal.	décalitre.
mq.	mètre carré.	q.	quintal métrique.	l.	litre.
mm.	millimètre.	kg.	kilogramme.	dl.	décilitre.
mmq.	millimètre carré.	hg.	hectogramme.	cl.	centilitre.
mme.	millimètre cube.	dag.	décagramme.	ml.	millilitre.

Figures

The period will be used as a decimal point, and the comma in long figures.

Numbers are usually spelled in text unless matter is of a statistical nature.

Age and clock time will be spelled, as *huit ans* (eight years); *six heures* (six o'clock).

Dates and figures are spelled in legal documents, as *l'an mil huit-cent-quatre* (the year one thousand eight hundred and four).

Cardinal numbers:

1 un, une.	30 trente.	83 quatre-vingt-trois.
2 deux.	31 trente et un.	84 quatre-vingt-quatre.
3 trois.	40 quarante.	85 quatre-vingt-cinq.
4 quatre.	41 quarante et un.	86 quatre-vingt-six.
5 cinq.	50 cinquante.	90 quatre-vingt-dix.
6 six.	51 cinquante et un.	91 quatre-vingt-onze.
7 sept.	60 soixante.	97 quatre-vingt-dix-sept.
8 huit.	61 soixante et un.	98 quatre-vingt-dix-huit.
9 neuf.	70 soixante-dix.	99 quatre-vingt-dix-neuf.
10 dix.	71 soixante et onze.	100 cent.
11 onze.	72 soixante-douze.	101 cent-un.
12 douze.	73 soixante-treize.	200 deux cents.
13 treize.	74 soixante-quatorze.	202 deux-cent-deux.
14 quatorze.	75 soixante-quinze.	300 trois cents.
15 quinze.	76 soixante-seize.	1,000 mille (mil).
16 seize.	77 soixante-dix-sept.	5,000 cinq mille.
17 dix-sept.	78 soixante-dix-huit.	1,000,000 million.
18 dix-huit.	79 soixante-dix-neuf.	8,000,000 huit millions.
19 dix-neuf.	80 quatre-vingts.	
20 vingt.	81 quatre-vingt-un.	
21 vingt et un.	82 quatre-vingt-deux.	
22 vingt-deux.		

Ordinal numbers:

1st	{premier (m.).	7th	septième.
	{première (f.).	8th	huitième.
2d	{second.	9th	neuvième.
	{deuxième.	10th	dixième
3d	troisième.	11th	onzième.
4th	quatrième.	21st	vingt et unième.
5th	cinquième.	22d	vingt-deuxième.
6th	sixième.		

Fractions. The numerator is expressed by a cardinal, the denominator by an ordinal as in English. Half=*moitié* (noun) and *demi* (adjective); $\frac{1}{4}$ =*un quart*, $\frac{1}{3}$ =*un tiers*. Use *la moitié* (not *demi*), where *the half of* is used in English.

Un huitième; *les trois dixièmes*=one-eighth; the three-tenths.

La moitié de l'année=the half of the year.

Une heure et demi=an hour and a half.

Une demi-heure=half an hour.

Les trois quarts de cette somme=three-fourths of that sum.

Days of the week (all masculine), are *dimanche*, *lundi*, *mardi*, *mercredi*, *jeudi*, *vendredi*, *samedi*.

Months (all masculine), are *janvier*, *février*, *mars*, *avril*, *mai*, *juin*, *juillet*, *août*, *septembre*, *octobre*, *novembre*, *décembre*.

The seasons are *le printemps*, *l'été*, *l'automne*, *l'hiver*.

GERMAN

The language has no accents; the following diacritical marks are used: *ä*, *ö*, *ü*.

The Latin alphabet is coming into general use in German printing, and all 26 letters are used, with the addition of the *ß* or *sz*, which is used only in the lower case.

Where the em dash is used in text in parenthetical phrases, put a space on each side of the dash — , using a thick or thin space, according to the spacing of the rest of the line.

Capitalization

Initial capital letters are used as follows:

(a) The first word of a sentence.

(b) In poetry, usually, the first word of each line.

(c) The first word of a direct quotation; also the first word after a colon. An exception to this rule occurs when the matter following is merely complementary to the preceding. For example, "At home he was seldom, to the Court he never

came: if you would find him, you must needs seek him in the forest." Lower case after interrogation and exclamation points if the phrase following is directly connected, as in "Where do we go from here?" the man said; and "Give me liberty or give me death!" cried Patrick Henry. The first word of titles of books also has a capital initial.

All nouns are capitalized.

Pronouns relating to the person addressed, as in letters, etc., as well as titles of honor, are capitalized.

The custom of capitalizing proper nouns used as adjectives is quite variable. We have *Schillersche Trauerspiel*, *Grimmsche Märchen*, but also *die lutherische Kirche* and *mohammedanische Pilger*.

Any word used as a noun (for example, *der Nächste*, *die Armen*, *das Rechte*, *Gutes*, *Böses*, etc.), takes a capital initial.

In solid matter, where the Umlaut (¨) on capital letters is likely to cause trouble in alinement, it will be omitted and a lower-case *e* added after the capital, as *Äe*, (*Aerger*), *Oe* (*Oel*), *Ue* (*Ueber*).

Days of the week: *Sonntag*, *Montag*, *Dienstag*, *Mittwoch*, *Donnerstag*, *Freitag*, *Samstag*.

Months: *Januar*, *Februar*, *März*, *April*, *Mai*, *Juni*, *Juli*, *August*, *September*, *Oktober*, *November*, *Dezember*.

The seasons: *Frühling*, *Sommer*, *Herbst*, *Winter*

Hyphens

In words made up of two parts, where one part is common to both words, use the hyphen as follows: *Feld- und Gartenfrüchte* (field- and garden fruit), the word *früchte* being common to both, and though a noun, is lower-cased; but use *Haftpflicht-Versicherungsgesellschaft und -Versicherte* (liability-insurance company and -insured), because the first is a compound word made up of two nouns.

Combinations of two or more words are printed without hyphens, *Fluss Wasser Stoff Säure* becomes *Flusswasserstoffsäure*.

Division of words

The following rules are based on the Prussian "Book of Rules":

I. Polysyllabic words are divided, as a rule, phonetically—i. e., as they naturally divide themselves when pronounced slowly and distinctly, as *Wör-ter-ver-zeich-nis*, *Ge-schlech-ter*, *Ueber-lie-fe-rung*. Syllables consisting of but one letter should not be divided.

NOTE 1.—Avoid the somewhat common division *-ung* in *Lie-fer-ung*, *Schreib-ung*, which is contrary to the above rule.

NOTE 2.—(a) If there be but one consonant, carry it over, as *tre-ten*, *nä-hen*; also (b), *ch*, *sch*, *sz*, *ph*, and *th* have but a single sound and are therefore indivisible, as *Bü-cher*, *Hä-scher*, *Bü-sze*, *So-phie*, *ka-tho-lisch*; *x* and *z* are considered simple consonants, *He-xe*, *rei-zen*.

(b) Where there is more than one consonant, the last is carried over, as *An-ker*, *Fin-ger*, *War-te*, *Rit-ter*, *Was-ser*, *Knos-pe*, *tap-fer*, *kämp-fen*, *Karp-fen*, *Ach-sel*, *krat-zen*, *Städ-te*, *Ver-wand-te*.

When using German text, *ß* is changed to *ff* when division is necessary, as *ßaf-te*.

St is never divided, as *ha-sten*, *be-ste*, *ko-sten*, *Klo-ster*, *mei-ste*, *Fen-ster*, *For-ster*, *Pfing-sten*.

(1) These rules are inflexible, but the last does not apply in the case of *äs-the-tisch*, since this is not a separation of *st*, but rather of *s* and *th*.

(2) In simple non-German words the phonetic combinations of *b*, *p*, *d*, *t*, *g*, and *k* in connection with *l* and *r* are not separated, as *Pu-bli-kum*, *Me-trum*, *Hy-drant*.

(3) Retain also the phonetic combination *gn*, since, in most cases, it will be found phonetically correct, as *Ba-gno*, *Ma-gno-lie*, *Ma-gnet*, *Si-gnet*, etc. *Kom-pag-nie* is, however, an exception because here the *g* is really silent and the last syllable begins with an *n*.

II. Compound words are separated into their physical parts and these are then treated as simple words, as *Diens-tag*, *Tür-an-gel*, *Emp-fangs-an-zei-ger*, *Vor-aus-set-zung*. This rule applies also in certain cases where it appears phonetically incorrect, as *hier-auf*, *hin-aus*, *dar-über*, *war-um*, *wor-an*, *be-ob-ach-ten*, *Voll-en-den*.

This is also the case in certain compound words of foreign origin, as *at-mo-sphä-re*, *Mi-kro-skop*, *In-ter-es-se*, but if the constituent parts of a foreign word are unknown, proceed as directed in (a) and (b) of Note 2.

Compound geographic names are no exception to this rule, as *Frie-den-au*, *Schwarz-ach*, etc.

III. An old rule prohibiting the division of vowel combinations has been modified to permit division if the vowels do not dissolve, forming a diphthong. This rule also applies in the case of those foreign groups of vowels that can not be separated into distinct separate sounds in pronunciation, as the French *oi* in *coiffeur*, *oy* in *royalist*, *ay* in *rayon*, *ea* in *orgeade*, as well as the English *ea* in *Lear* and *ee* and *ea* in *beefsteak*. It is also self-evident that in such words as *Trauung* and *Kasteiung* the separation of the final *-ung* is permissible.

Prefixes *be* and *ge* are also separable from words beginning with a vowel, as *be-ar-bei-ten*, *be-er-ben*, *ge-ar-tet*, *ge-eb-net*.

Aside from these exceptions, vowels should not ordinarily be separated, although indicated in the following cases, when unavoidable due to narrow type measure:

- (a) When the first vowel is stressed, as *Hy-peri-on*, *Mu-se-um*.
- (b) When both are equal but pronounced separately, as *lini-ie-ren*, *Sper-ma-to-zo-on*, *In-di-vi-di-um*.
- (c) When a short word can not possibly be divided otherwise, as *Oze-an*.
- (d) When each vowel retains its own sound, as *Ela-in*, *Ka-per-na-um*, *kre-iren*, *Zel-lu-lo-id*.

Where the object of the second vowel is merely to lengthen the sound of the first, do not separate them, as *Aachen*, *Moos*.

NOTE 3.—In printing, a two-letter run-over is permissible only in very narrow measure.

IV. Where space is limited there are certain other permissible divisions that are entirely contrary to the foregoing rules. *Glit-ch(e)st* is a case of this kind; the word *glitchst*, having but one syllable, is indivisible, but when it has the *e* it may be divided: *glit-chest*.

V. If a compound noun is run over so that the second or third part of the compound begins the next line, the latter must not be capitalized. Do not use—

Gepäck-
Annahme

but

Gepäck-
annahme.

With German text the round *ß* is used in dividing only in those cases where it would have been used had the word not been divided—i. e., at the end of a prefix or component part of a compound word and in a few words of foreign derivation, as *Blasphemie*, *Molluske*, *konfiszieren*, *Konfiskation*, *kosmetisch*, *Kosmogonie*, *Ischia*, *Esquimo*, *visceral*, *Escapade*, *Sanskrit*, *Essequenanna*, *disputieren*; elsewhere the long *f* is used, as *Drechsler*, *Meßer*, etc.

Abbreviations

The following are some common abbreviations in German:

A.	acceptiert.	Acker.	Ing.	Ingenieur.	Skt.	Sankt.
a. c.	anni currentis.		Kap.	Kapitel.	s. o.	siehe oben.
A. G.	Aktiengesell-		kgl.	königlich.	St.	Stück.
	schaft.		M.	Mark.	s. u.	siehe unten.
Art.	Artikel.		näml.	nämlich.	Thlr.	Thaler.
bez.	bezüglich.		n. Chr.	nach Christo.	u.	und.
bezw.	beziehungsweise.		N. F.	neue Folge.	u. a.	und andere, unter
ca.	circa.		no., ntto.	netto.		anderen.
Dr.	Doktor.		Nr., Nro.	Numero.	u. drgl.	und dergleichen.
eng.	englisch.		od.	oder.	unbest.	unbestimmt.
ff.	folgende.		p. Ct.	pro Cent.	u. s. w.	und so weiter.
Forts.	Fortsetzung.		Pf.	Pfennig.	v. H.	vom Hundert.
fr.	franko.		Pfd.	Pfund.	Wwe.	Witwe.
Fr.	Frau.		Q.	Quadrat.	Xber.	December.
Frl.	Fräulein.		Rab.	Rabatt.	Xr.	Kreuzer.
geb.	geboren.		resp.	respectiv.	z.	zur.
G. m. b. H.	Gesellschaft		Rm.	Reichsmark.	z. B.	zum Beispiel.
	mit beschränk-		R.	Seite.	Zs.	Zeitschrift.
	ter Haftung.		s.	siehe.	Ztr.	Zentner.
hrsg.	herausgegeben.		Ser.	Serie.	zw.	zwischen.
i. a.	im allgemeinen.		sog.	sogenannt.		

Chemical signs are used as in English.

Figures

Cardinal numbers:

1 eins.	13 dreizehn.	41 ein und vierzig.
2 zwei.	14 vierzehn.	50 fünfzig.
3 drei.	15 fünfzehn.	60 sechzig.
4 vier.	16 sechzehn.	70 siebzig.
5 fünf.	17 siebzehn.	80 achtzig.
6 sechs.	18 achtzehn.	90 neunzig.
7 sieben.	19 neunzehn.	100 hundert.
8 acht.	20 zwanzig.	101 hundert und eins.
9 neun.	21 ein und zwanzig.	200 zweihundert.
10 zehn.	30 dreißig.	1,000 tausend.
11 elf.	31 ein und dreißig.	150,000 hundert und fünfzig tausend.
12 zwölf.	40 vierzig.	

After ordinal numbers a period is placed where in English the form would be 1st, 2d, etc., as 1. *Heft*; 2. *Band*.

PORTUGUESE

Accents, etc., used: á, ã, â, é, ê, í, ó, ô, õ, ú, ç

The alphabet consists of 25 Latin letters, the *w* being used only in foreign words.

Punctuation marks are used in the same manner as in English.

Capitalization

Capital letters are used for proper names, titles of books, plays, etc., and the first word of a sentence.

Adjectives derived from proper nouns are lower-cased.

Days of the week: *domingo, segunda-feira, terça-feira, quarta-feira, quinta-feira, sexta-feira, sabbado*.

Months: *janeiro, fevereiro, março, abril, maio, junho, julho, agosto, setembro, outubro, novembro, dezembro*.

Seasons of the year: *primavera, verão, outomno, inverno*.

Division of words

Divide on a vowel, as *e-di-fi-cio*.

Divide on the first of two consonants, except *lh* (*fi-lho*), *nh* (*se-nho-ra*), *bl*, *br*, *ch*, *cl*, *cr*, *ct*, *dr*, *fl*, *fr*, *gl*, *gn*, *gr*, *ph*, *pl*, *pr*, *pt*, *st*, *th*, *tr*. But if a consonant precedes *st*, the *s* remains with the first consonant, as in *de-mons-tra-ção, cons-ti-tui-ção*.

Certain prepositions (*inter, post*, etc.) before vowels should remain intact: *inter-cambio, post-operatorio*, but *in-te-resse*.

The combination of two vowels should not be divided, such as *ao, au, eu, ia, io, iu, ou, ui, uo, uu*, etc.

The nasal diphthongs are distinguished by the tilde (~) placed over the first vowel, and must not be divided, as *ãe, ãi, ão, õe*.

Do not divide the triphthongs *eia, éia, eão, ião, oei*.

Remarks

Accents on capital letters are sometimes omitted in solid matter to avoid using leads.

Nouns and adjectives ending with an *m* in the singular change their ending to *ns* in the plural, as *homem* (*homens*), *bem* (*bens*).

Pronouns appended to verbs are preceded by a hyphen as *praz-me, louvando nos, dar-lhe-hei*.

Do not put a space after the apostrophe, as in *d'aquelle, n'estas*.

The sign \$ is used as follows in Brazil:

234:583\$120, meaning 234 *contos*, 583 *milreis*, and 120 *reis*.

Abbreviations

The following abbreviations are common:

cm. centimetro.	kilo, kg. kilogrammo.	Snra., Sra. senhora.
D. dona.	km. kilometro.	Snrta., Srta. senhorita.
Dra. doutora.	l. litro.	Sr. senhor.
Dr. doutor.	m. metro.	Sta. Santa.
EE. UU. da A., E.U.A. Estados Unidos da America.	p. pagina.	V. E., V. Excia., Vossa Excellencia.
Exmo. Excellentissimo.	pp. paginas.	Vmcê., V.M. Vossa Mercê.
hect. hectare.	S. São.	
Ilmo. Illustrissimo.	S. Excia. Sua Excellencia.	
	Snr. Senhor.	

Figures

Cardinal numbers:

1 um, uma.	15 quinze.	80 oitenta.
2 dois, dous, duas.	16 dezeseis.	90 noventa.
3 tres.	17 dezeseite.	100 cem.
4 quatro.	18 dezoito.	101 cento e um.
5 cinco.	19 dezanove.	102 cento e dous.
6 seis.	20 vinte.	200 duzentos.
7 sete.	21 vinte e um.	300 trezentos.
8 oito.	22 vinte e dous.	400 quatrocentos.
9 nove.	23 vinte e tres.	500 quinhentos.
10 dez.	30 trinta.	1,000 mil.
11 onze.	40 quarenta.	2,000 dous mil.
12 doze.	50 cincoenta.	1,000,000 milhão, conto.
13 treze.	60 sessenta.	
14 quatorze.	70 setenta.	

Round millions used adjectively are followed by *de*: *Um milhão de contos*, or *1,000,000 de contos*.

Ordinal numbers:

1st primeiro.	9th nono.	15th decimo quinto.
2d segundo.	10th decimo.	16th decimo sexto.
3d terceiro.	11th {undecimo.	17th decimo setimo.
4th quarto.	{onzeno.	18th decimo oitavo.
5th quinto.	12th duodecimo, decimo	19th decimo nono.
6th sexto.	segundo.	20th vigesimo.
7th setimo.	13th decimo terceiro.	30th trigesimo.
8th oitavo.	14th decimo quarto.	40th quadragésimo.

REFORMED PORTUGUESE ORTHOGRAPHY

On June 15, 1931, the Provisional Government of the Republic of Brazil, the largest and most important Portuguese-speaking country in the world, issued a decree making extensive and somewhat radical changes in the orthography of the language "for the purpose of securing uniformity in the national language." The new orthography had been previously adopted by the Brazilian Academy of Letters as well as the Academy of Sciences of Lisbon, and the decree directs that it be used in all public departments, educational institutions, the Official Journal and in all other official publications.

The following is a translation of the essential portions of the decree:

Mute consonants.—Do not use any consonant that is not sounded. Examples: *autor, sinal, adesão, aluno, salmo*; not *auator, signal, adhesão, alumno, psalmo*. But do not make any change in the words *abdicar, acne, gnomo, recepção, caracteres, optar, egipcio, egipciaco, egiptologo, espectador, expectativa, mnemonica*, or any other words in which the letters *bd, cn, gn, pc, ct, pt, pc, mn* are sounded separately and distinctly.

Double letters.—Do not double consonants. Examples: *sabado, acusar, adido, efeito, sugerir, belo, chama, pano, aparecer, atitude*; not *sabbado, accusar, addido, effeito, suggerir, bello, chamma, panno, apparecer, attitude*.

Exceptions: (a) The letters *r* and *s* are doubled for emphasis, as in *barro, carro, parra, cassa, passo, russo*, etc.;

(b) The *c* is doubled, or used with *ç*, when each is sounded separately, as in *secção, seccional, seccionar, infecção, infeccionar, infeccioso, sucção*, etc.;

(c) The letters *r* and *s* are doubled in words having a prefix ending in a vowel, as *prorrogar*, *prerrogativa*, *prorromper*, *arrasar* (from *raso*), *assegurar* (from *seguro*), *pressentir*, etc.

The initial, median, and final *h* is retained (a) when it conforms to the etymology of the word: *hoje*, *homem*, *hora*, *honorario*, etc.;

(b) In words having a prefix and a complete Portuguese word: *deshabitar*, *deshonra*, *deshumano*, *inhumano*, *rehaver*, etc.;

(c) When used in combination as *ch*, *lh*, *nh* to form arbitrary sounds: *chave*, *chapêu*, *malha*, *velho*, *lenho*, *manha*, etc.;

(d) In interjections: *ah!* *oh!*

The *h* is dropped (a) when it occurs in the middle of a word, except as above noted. Examples: *sair*, *comprender*, *coorte*, *cair*, *exumar*, *proibir*, and not *sahir*, *comprehender*, *cohorte*, *cahir*, *exhumar*, *proibir*;

(b) In future and conditional pronominal forms of verbs. Examples: *dever-se-á*, *escrever-se-á*, *dizer-se-ia*, and not *dever-se-há*, *escrever-se-há*, *dizer-se-hia*, etc.;

(c) Where it occurs at the end of a word. Examples: *Jeova*, *raja*, and not *Jehovah*, *rajah*.

Changes from initial sc.—The initial *s* has been dropped in such words as *ciencia*, *cena*, *cetco*, *cetico*, *cisão*, *centelha*, *cintilar*, *ciatico*; also when used with a prefix as *precientífico*, *precieciencia*, etc.

The apostrophe (').—(a) Drop the apostrophe in the contraction of the preposition *de* with the personal pronouns of the third person. Examples: *dêle*, *dela*, *dêles*, *delas*; with the demonstrative pronouns *disto*, *disso*, *daquilo*; with the article *do*, *da*, *dos*, *das*, *dum*, *duns*, *dumas*; with the demonstrative adjectives *dêste*, *dêsse*, *daquele*, *desta*, *deixa*, *daquela*, *dêstes*, *dêsses*, *daqueles*, *destas*, *dessas*, *daquelas*; with the adverbs *aí*, *aqui*, *ali*, *antes*, *onde*, *aquem* and *além*, as in *daí*, *daqui*, *dali*, *dantes*, *donde*, *daquem*, and *dalém*; and finally, with the preposition *entre*, as in *dentre*.

(b) Drop it in the combinations *em*, with the pronouns in the third person, *nele*, etc., and with the demonstrative pronouns, *neste*, etc.;

(c) Drop it in forms composed of the demonstrative adjectives, *essoutro*, *nestoutro*, *destoutro*, *aqueloutro*, and *outroora*.

The letters k, w, and y.—The letters *k*, *w*, and *y* are not used in Portuguese nor in translated words, but are replaced: (a), the *k* by *qu* before *e* and *i* as *querosene*, *quiosque*, *quilo*, *quilometro*, *quair*, and by *c* in every other case, as *calendar*, *cágado*, *caleidoscopio*, *cleptomania*, *cleptofobia*;

NOTE.—Retain the *k* in abbreviations of *quilo*, *quilogramo*, *quilolitro*, and *quilometro*, as *kg.*, *kg.*, *kl.*, *km.* The *k* does not belong to the Portuguese alphabet, although it is used in foreign proper names and foreign words which have been adopted into the language. Limit its use to *kantismo*, *kantista*, *kaiserista*, *kaiser*, *kappa* (Greek letter), *Kepler*, *kepleriana*, *kepleria*, *kermesse*, *kiries*, *Kiel*, *Kiew*, *kummel*.

(b) The *w* is replaced by *u* or *v*, according to its pronunciation. Examples: *vigandias*, *vagão*, *valsa*, *Oswaldo*;

NOTE.—Retain the *w* as a symbol for *oeste* (west).

(c) The *y* is replaced by *i*. Examples: *juri*, *mártir*, *tupí*, *Andaraí*.

The combinations ch (hard), ph, rh, and th.—(a) Substitute *qu* for *ch* (hard) before *e* and *i*, as *traquêa*, *querubim*, *quimera*, *quimica*; *ch* is replaced by *c* in the other cases, *caldeu*, *caos*, *corografia*, *catecumenos*, *cromo*, *Cristo*, *cloro*, and not *trachêa*, *cherubim*, etc.; *chaldeu*, *chaos*, etc.;

(b) The digraphs *ph*, *rh*, and *th* are replaced by *f*, *r*, and *t*, respectively. Examples: *filosofia*, *fosforo*, *retorica*, *reumatismo*, *tesouro*, *ortografia*, and not *philosophia*, *phosphoro*, *rhetorica*, *rheumatismo*, *thesouro*, and *orthographia*.

The combination mp.—Substitute *n* for *m* in the words which etymologically carry the *p*. Examples: *pronto*, *assunto*, *isento*, and not *prompto*, *assumpto*, *isempto*.

Use of the letter s.—Use the final *s* and not *z*, (a) in the pronouns *nós* and *vós*;

(b) In the second person singular of the future indicative, *amarás*, *ofenderás*, *irás*, *porás*;

(c) In the second person singular of the present indicative of the monosyllabic verbs and their compounds, *dás*, *desdás*, *vês*, *crês*, *revês*, *descreês*, *ris*, *orris*;

(d) In the plural of words ending in a long vowel, *pás*, *café*, *frenesis*, *teirós*, *perús*;

(e) In foreign adjectives and other words formed with the suffix *ês* (Latin, *ense*), *aragonês*, *barcelonês*, *berlinês*, *borgonhês*, *finês*, *francês*, *holandês*, *inglês*, *iroquês*, *javanês*, *português*, *siamês*, *sudanês*, *tuquianês*, *turquês*, *veronês*, *marquês*, *burguês*, *camponês*, *montanhês*, *montês*, *cortês*, *pedrês*, *baionês*, *garcês*, *tamarês*, *tavanês*, etc.;

(f) In Latin words in common use which maintain their original form, *bis*, *jus*, *plus*, *virus*, *pus* (substantive);

(g) In the monosyllables and the following stressed words: *aliás*, *ananás*, *após*, *arnês*, *arrás*, *arriós*, *artis*, *ás*, *atrás*, *através*, *calcês*, *camoês*, *carajás*, *catrapús*, *convês*, *cos*, *cris*, *daruês*, *dês* (desde), *de trás*, *enapupês*, *enzós*, *filhós*, *freguês*, *gilvás*, *grós*, *linaloês*, *luís* (moeda), *macis*, *mês*, *obus*, *pardês*, *paspalhós*, *pavês*, *piós*, *princês*, *rês*, *res*, *resuês*, *tornês*, *trás*, *tris*, *viês*, *zás-trás*, etc.

Use of the median *s*.—(a) In the feminine forms (substantive) which take the ending *esa* or *isa*. Examples: *baronesa*, *duquesa*, *princesa*, *consulesa*, *prioresa*, *sacerdotisa*, *poetisa*, *diaconisa*, *profetisa*;

(b) In adjectives formed from the substantives with the augmentative suffix *oso*. Examples: *animoso*, *doloroso*, *formoso*, *populoso*, *teimoso*;

(c) In the different tenses of the verbs *querer* and *pôr*, with their components. Examples: *quis*, *quisestes*, *quiseram*, *quisemos*, *pus*, *pusestes*, *puseram*, *pusemos*, *compús*, *compôs*, *dispusestes*;

(d) In the words ending in *esa* or *eso*, which are not truly Portuguese, in harmony with the language of their origin, also their derivatives in conformity with them. Examples: *empresa*, *despesa*, *defesa*, *mesa*, *surpresa*, *framboesa*, *presa*, *devesa*, *represa*, *poesa*, *aceso*, *ileso*, *defeso*, *obeso*, *teso*;

(e) In the verbs originating from the Latin, terminating in *sar*. Examples: *acusar* (accusare), *recusar* (recusare), *refusar* (refusare);

(f) In the substantives, adjectives and the participles terminating in *aso*, *asa*, *iso*, *isa*, *oso*, *osa*, *uso*, *usa*. Examples: *caso*, *aso*, *vaso*, *asa*, *casa*, *brasa*, *viso*, *conciso*, *aviso*, *graniso*, *paraíso*, *siso*, *guiso*, *liso*, *friso*, *narciso*, *brisa*, *frisa*, *camisa*, *divisa*, *esposo*, *glosa*, *rosa*, *raposa*, *grosa*, *entrosa*, *tosa*, *prosa*, *uso*, *abuso*, *luso*, *fuso*, *escuso*, *infuso*, *concluso*, *contuso*, *musa*;

(g) In the prefix *trans*, as well as the forms *tras* and *tres*, and also their derivatives. Examples: *transação*, *transiguir*, *tresandar*, *transandino*, *transição*, *trans-oceanico*, *trasante-hontem*, *traseiro*, *trasordinario*;

(h) In the nouns ending in *ase*, *ese*, *ise*, *ose*, *ase*, *frase*, *acroase*, *apófase*, *perífrase*, *fase*, *diátase*, *têse*, *diurêse*, *gênese*, *síntese*, *apófise*, *bacilóse*, *diagnóse*;

(i) In composite words derived from the Greek with *isos*. Examples: *khrysos*, *lysis*, *mesos*, *nesos*, *physis*, *ptosis*, *stasis*, *thesis*, *isocolo*, *isodico*, *isodinamico*, *crisóptero*, *crisóstomo*, *crisântemo*, *análise*, *mesartérite*, *mesaulio*, *quersoneso*, *fisiologia*, *ptoseconomia*, *êxtase*, *síntese*;

(j) In the verbs terminating in *isar* whose roots terminate in *s* formed with the suffix *ar*, as *avisar* (avis ar), *precisar* (precis ar), *analisar* (analis ar), *irisar* (iris ar).

Use of the *z*.—Use a final *z* in stressed words ending in *az*, *ez*, *iz*, *oz*, *uz*, as *assaz*, *xadrez*, *perdiz*, *veloz*, *arcabuz*;

NOTE.—See exceptions given in the rules referring to the use of the letter *s*.

Use the median *z*, (a) in words derived from the Latin in which the *z* displaces the *c*, *ci*, or *ti*. Examples: *azêdo* (acetum), *fiuza* (fiducia), *juízo* (judicium), *vizinho* (vicinus), *razão* (rationem), *prazo* (placitum), *prezar* (pretiare), *mezinha* (medicina);

(b) In the verbs ending in *zer* or *zir* and their components. Examples: *aprezar*, *dizer*, *fazer*, *jazer*, *cozer* (to cook), *conduzir*, *induzir*, *luzir*, *produzir*;

NOTE.—Spell *cozer* (with *s*) when it means to sew, and also in the variations *descoser*, *recoser*, etc.;

(c) In the terminations (z)inho and (z)ito of the diminutives *florzinha*, *mãezinha*, *paizinho*, *avezita*, *pobrezito*;

(d) In words of Arabic, oriental, and Italian origin and their derivatives which have been adopted into the language. Examples: *azáfama*, *azeite*, *azul*, *azouge*, *azar*, *azeviche*, *bazar*, *ogeriza*, *gazita*, *vizir*, *bezante*, *bizantino*, *bizarro*, *gazeta*.

(e) In those verbs ending in *izar* (Latin, *izare*), as *autorizar*, *batizar*, *civilizar*, *colonizar*;

(f) In substantives formed from the adjectives with the suffix *eza* (Latin, *itia*), as *beleza*, *fereza*, *firmeza*, *madureza*, *moleza*, *pobreza*;

(g) In words derived from those ending in *z*, as *apaziguar*, *avezar*, *cruzado*, *dezena*, *felizardo*.

Proper nouns.—Portuguese or translated proper nouns, whether personal or locative, are written with a final *z* when terminating in a long syllable, *Garcez*, *Quiroz*, *Luiz*, *Tomaz*, *Andaluz*, *Queluz*; when the last syllable is short, use the final *s* as *Alvares*, *Dias*, *Fernandes*, *Nunes*, *Peres*, *Pires*.

NOTE.—The names *Jesus* and *Paris* retain the *s*.

Retain the corresponding vernacular forms of spelling already in use in the case of foreign proper names. Examples: *Antuerpiã, Berna, Bordêus, Cherburgo Colonia, Escandinavia, Escalda, Florença, Londres, Marselha, Viena, Aléria.*

NOTE.—Wherever such exist, vernacular names for those in foreign languages are to be preferred. Retain, however, the original forms of those that are not adapted to the Portuguese language. Examples: *Anatole France, Byron, Conte Rosso, Carlyle, Carducci, Musset, Shakespeare, Southampton.*

Dual forms of spelling.—Where two forms have been in use, adopt the following in their derivatives and compounds):

- (a) *Brasil*, not *Brazil*;
- (b) *Idade, igreja, igual*, not *edade, egreja, equal*;
- (c) *Assucar, alvissaras, sossegar, possego, dossel, jovem, rossio, criar* (to raise), and *crear* (to create), *almoço, maciço, solene*, etc., and not *açucar, alviçaras, socegar, pecego, docel, joven, rocio, almasso, massiço, solemne*;
- (d) *Ansia, ascensão, cansar, dansar, farsa, pretensão*, and not *ancia, ascensão, cançar, dançar, farça, pretensão*, etc.

Endings in ã, õ, am.—Use *ã* and not *an* in words where the last syllable is stressed, as *amanhã, maçã, talismã*, etc., the feminine words ending in *ão*, as *aldeã, cristã, irmã*, etc., and the monosyllables *lã, vã, sã*, etc.;

Use *ão*, and not *am*, in the case of monosyllables *cão, chão, vão*; the stressed words *coração, verão, alcorão*; the future form of the verbs *amarão, deverão, farão*, and other words which are now written either *ão* or *am*, as *acórdão, bênção, órgão, órfão, sótão*;

NOTE.—The tonic syllable of words ending in *ão* must carry an acute accent, as shown in the case of the last five examples given above.

Use *am* in the unstressed terminations of the verbs *amam, amavam, amaram, disseram, fizeram, expuseram*.

Diphthongs.—The diphthongs *ae* and *ao* will be written with *i* and *u*. Examples: *paí, cai, sai, amais*, and not *saes, amaes*, etc.; *grau, mau, pau*, and not *grão, mão, pão*, etc.;

The diphthong *eo* is replaced by *éu* or *eu* as *céu, véu, chapéu, meu, teu*, and not *ceo, chapeo*, etc.;

The diphthong *iu* replaces *io*, as *feriu, partiu, viu*, and not *ferio, partio, vio*, etc.;

The diphthong *oi* replaces *oe*, as *ançois, doi, heroi*, and not *anzoës, doe, heroe*, etc.;

NOTE.—When these vowels do not form a diphthong no change is made.

Examples: *aérides, aéreo, cáos, caótico, teologia, teleologia, rio, tio, oeste, oeta.*

Write *ao* and not *au* when it is a combination of the preposition *a* with the article *o*.

Retain the diphthongs *ãe, õe, ue*, as in *mãe, tabeliães, anões, dispões, pões, azues*.

The use of the letter g.—Retain the median *g* in *imagem, eleger, legitimo, fugir, pagem*, and their components and derivatives.

The pronoun lo.—Retain the forms *lo, la, los, las*, as follows:

- (a) With the infinitives of the verbs, *amá-lo, ofendê-la, possuí-los, repô-las*;
- (b) With the verbal forms ending in *s, ama-lo*, etc., and also when they end in *z, dê-lo, fã-los*;
- (c) With the pronouns *nós, vós*, and the form *eis*, as *vo-lo, no-la, ei-lo*.

NOTE.—These pronouns are connected by a hyphen and the tonic vowel of the verb is accented.

The letter x.—In words taking *x, s, z, cs, ss, ch*, their prosodic values (*s, z, cs, ss* and *ch*), are retained as shown in the following: *excelente, exato, fixe, proximo, luxo.*

Syllabication.—Divide words into syllables phonetically according to the spelling, and do not separate them into the elements of derivation, composition, or formation. Examples: *subs-cre-ver, sec-ção, de-sar-mar, in-ha-bil, bi-sa-vô, e-xer-cito, ex-ce-der.*

In order to do this readily, observe the following rules:

- (a) Separate double letters, as *ar-ras-trar, pas-sa-gem, suc-ção*;
- (b) The *s* of the prefixes *des, dis* remains with the first syllable when followed by a consonant, as *des-di-zer, dis-con-ti-nu-ar*; if followed by a vowel, it is carried over to the second syllable, as *de-sen-ga-nar, de-sen-vol-ver, de-si-lu-são*;
- (c) Retained consonants go with the preceding syllable, as *con-tac-to, re-cep-ção, es-pec-ta-ti-va*;
- (d) Do not separate diphthongs, as *neu-tro, nai-pe, rei-na-do, au-to, i-gual (iguais)*;
- (e) Separate vowels of equal force, as *co-or-te, co-or-de-na-da*, as well as consecutive vowels that do not form a diphthong, as *vo-ar, po-ei-ra, pro-e-mio, me-ú-do, ci-ú-me.*

The hyphen.—Separate compound words whose different elements retain their phonetic independence with a hyphen, as *para-raios*, *guarda-pó*, *contra-almirante*.

NOTE.—Do not use a hyphen between the elements in the made-up words, such as *claraboia*, *parapeito*, *malmequer*, *malferido*.

Written accents.—Use the diacritical marks when necessary to indicate the pronunciation, or to avoid confusion.

Limit the use of the written accent to the following cases:

(a) In words ending in acute *a*, *e*, *i*, *o*, *u*, as *jubá*, *jacaré*, *tupí*, *cipó*, *urubú*;

(b) In words taking the stress on the third from the last syllable (which are uncommon), or where the absence of the accent would result in mispronunciation, as *ótimo*, *aváro*, *esébo*, *pegáda*, *Setúbal*, *nenúfar*, *sável*, *éden*, *táctil*, *éxul*, or *aerós-tato*, *aerólito*, *autócrata*, *azímute*, *zénite*, *monólito*, *ávena*, *revébero*, *cérbero*, *sánscrito*, *velódromo*, *crisántemo*;

(c) Use the acute accent (´) on the third from the last syllable in words having the same spelling but different meanings, to distinguish their pronunciation, as *escápula* (noun) and *escapula* (verb), *fábrica* (n.) and *fabrica* (v.), *história* (n.) and *historia* (v.), *índico* (n.) and *indico* (v.), *réplica* (n.) and *replica* (v.), *telégrafo* (n.) and *telegrafo* (v.);

(d) In homographs (words having the same spelling but different meanings), the circumflex (ˆ) is used as a distinguishing mark on the vowels *e* and *o*. Examples: *fôrma* and *forma*, *côrte* and *corte*, *sêde* and *sede*, *rês* and *res*, *pêlo* and *pelo*, *rôgo* and *rogo*, *tôpo* and *topo*.

The alphabet.—The Portuguese alphabet comprises the following letters and combinations:

a, b, c, ç, ch, d, e, f, g, h, i, j, l, lh, m, n, nh, o, p, q, r, s, t, u, v, x, z.

SPANISH

Accents, etc., used: *á, é, í, ó, ú, ü*

The Spanish alphabet consists of the following simple and compound letters: *a, b, c, ch, d, e, f, g, h, i, j, k, l, ll, m, n, ñ, o, p, q, r, rr, s, t, u, v, x, y, z*; *w* is used in some foreign words.

Punctuation

Punctuation is practically the same as in English, and, in addition, inverted interrogation and exclamation marks are used at the exact beginning of the question or exclamation.

Si es así, ¿qué he de hacer? Pero, ¡ay de mí! no es posible.

Quotation marks begin the first paragraph of a dialogue. The succeeding paragraphs sometimes start with em dashes instead of quotation marks, and the latter are not used until the dialogue ends.

“¿Es así, señor?

—Sí; es verdad.

—¿Cómo se puede averiguarlo?

—No sé; pero es la verdad.”

Capitalization

The English style of capitalization is followed, with few exceptions.

Adjectives derived from proper nouns are lower-cased, as *las mujeres colombianas* (the Colombian women) and *los cruceros brasileños* (the Brazilian cruisers).

The first word of a question occurring within a sentence is lower-cased, as:

Quando viene la noche, ¿cómo se puede ver?

Note the following forms of capitalization:

el señor Enrique Palava. el señor don Enrique Palava.

Days of the week and months begin with a lower-case letter.

Days of the week: *lunes, martes, miércoles, jueves, viernes, sábado, domingo.*

Months: *enero, febrero, marzo, abril, mayo, junio, julio, agosto, septiembre, octubre, noviembre, diciembre.*

Accents

(1) Words ending in *n*, *s*, or a vowel, and emphasized normally on the last syllable but one (penultimate), dispense with the accent mark.

(2) Words ending in a consonant except *n* or *s*, and emphasized normally on the last syllable, dispense with the accent mark.

(3) Words not included in (1) and (2) require an accent on the syllable carrying the emphasis, as *é-po-ca*, *se-gún*, *in-cóg-ni-to*. This includes verbs to which pronouns are appended, as *págaselo*.

Words having a dual meaning, as *mas* (but) and *más* (more), do not fall under these rules, and the copy editor should indicate the proper form.

Usually but one accent is used in a word, regardless of the number of syllables.

Formerly the words, *a*, *e*, *o*, and *u* were accented, but this has become obsolete. However, changes should not be made without authority, as some authors follow the old custom.

When the word *o* (or) is used adjoining numerals, as *14 ó 15*, the accent should be used to prevent confusing the *o* with a cipher.

Division of words

Words are usually divided on a vowel: *a-si-mi-la-ción*, *pa-la-bras*.

The letter *y* is considered a vowel when standing alone, or at the end of a word. At the beginning of a word or syllable it is treated as a consonant.

The following combinations must not be divided: *ai*, *au*, *ei*, *iu*, *ie*, *io*, *oi*, *eu*, *ia*, *ua*, *ue*, *ui*, *uo* (*a-li-via-dor*). This does not apply when either letter carries an accent (*pa-is*, *ri-o*), which permits the vowels to be separated, but exceptions are made in certain cases.

The combinations of *ay*, *ey*, *oy*, and *uy* may be separated only when followed by a vowel, but must not be separated when followed by a consonant or when occurring at the end of a word:

	<i>ha-ya</i>	<i>re-yes</i>	<i>a-rro-yo</i>	<i>cu-yo</i>
but—	<i>rey-na</i>	<i>voy-me</i>	<i>Go-doy</i>	<i>muy</i>

A consonant occurring between two vowels should be carried over: *com-po-sición*.

Do not separate the following combinations of two consonants:

<i>bl</i>	<i>br</i>	<i>cl</i>	<i>cr</i>	<i>dr</i>	<i>fl</i>	<i>fr</i>
<i>gl</i>	<i>gr</i>	<i>pl</i>	<i>pr</i>	<i>tl</i>	<i>tr</i>	

Two separable consonants standing between vowels are divided: *ac-ta*, *chas-co*, *cuer-da*, *pron-to*.

The letters *ch*, *ll*, and *rr* are never divided and always begin a syllable, as *ria-chue-lo*, *gue-rrí-lla*, *fe-rro-ca-rril*.

Prepositional prefixes form a separate syllable, as: *des-agradable*, *pre-colom-biano*; but when the prefix is followed by *s* and another consonant, the *s* is joined to the prefix. Examples: *abs-tè-ner*, *cons-truc-ción*, but *ab-sol-ver*.

A syllable can not begin with *s* followed by a consonant, as *cir-cuns-tan-cia*.

The liquid consonants *l* and *r*, when preceded by any consonant other than *s*, must not be separated from the consonant, except in uniting parts of compound words. Examples: *ha-blár*, *po-dría*; *sub-lu-nar*, *ab-ro-gar*, *es-la-bón*.

Double *c* and *n* may be divided as in English: *ac-ceso*, *in-na-to*.

Abbreviations

Spell out names of countries, States, and Provinces, whether town is given or not.

Titles preceding names are usually spelled out, but both forms are permissible; uniformity should be adopted when possible. Observe the following form: *el Sr.* (or *señor*) *Enrique Palava*.

The following abbreviations are common:

A. autor.	dbre. diciembre.
AA. autores.	D. F. Distrito Federal.
ab. abril.	Dña. doña.
agto. agosto.	Dr. doctor.
art. artículo.	Dra. doctora.
B. beato.	eno. enero.
B. S. M. beso sus manos.	EE. UU., E. U. Estados Unidos.
C. A. Centroamérica.	E. U. A. Estados Unidos de América.
cap. capítulo.	fbro. febrero.
Cía., compañía.	Gral. general.
C. M. B. cuyas manos beso.	hh. hojas.
c/l. curso legal.	Hnos. hermanos.
D. Don.	

id. ídem.	S. E. u. O. Salvo error u omisión
fb. íbidem.	S. E. Su Excelencia.
Ilmo. ilustrísimo.	S. M. Su Majestad.
jul. julio.	sec. sección.
jun. junio.	Sr. señor.
Lic., Lcdo. licenciado.	Sra. señora.
L. S. lugar del sello.	Sres. señores.
Méx. México.	Srio. secretario.
mzo. marzo.	Srita., Srta. señorita.
m/n. moneda nacional.	S. S. Su Señoría.
n. a. nota del autor.	S. Atto. S. S. A. S. S. Su atento y
nbre. noviembre.	seguro servidor.
No., N.º, núm. número.	Sto. Santo.
N. Y. Nueva York.	t. tomo.
obre. octubre.	tip., tipografía.
P. R. Puerto Rico.	Ud., V., Vd. usted.
pág. página.	Uds., VV. ustedes.
pár. párrafo.	V. véase.
R. A. República Argentina.	V. A. Vuestra Alteza.
Q. E. P. D. Que en paz descanse.	V. E. Vuestra Excelencia.
S. A. Sociedad Anónima, Su	V. M. Vuestra Majestad.
Alteza, Sudamérica.	Vm. Vuestra Merced.
sbre. septiembre.	& y.

Figures

Arabic and roman numerals are used as in English.

The following form is used in numbering paragraphs and sentences:

(1º) Todos los días, etc. (2º) Los hombres, etc.

Note that a superior lower-case o (º), not a degree mark, is used.

Cardinal numbers:

1 un, uno, una.	12 doce.	20 veinte.
2 dos.	13 trece.	21 veintiuno (veintiun).
3 tres.	14 catorce.	30 treinta.
4 cuatro.	15 quince.	40 cuarenta.
5 cinco.	16 dieciséis (diez y seis).	50 cincuenta.
6 seis.	17 diecisiete (diez y	60 sesenta.
7 siete.	siete).	70 setenta.
8 ocho.	18 dieciocho (diez y	80 ochenta.
9 nueve.	ocho).	90 noventa.
10 diez.	19 diecinueve (diez y	100 cien, ciento.
11 once.	nueve).	101 ciento uno.

Round millions preceding units of quantity are followed by the preposition *de*: *tres millones de pesos, 3,000,000 de pesos.*

Ordinal numbers:

1st primero (1º).	11th undécimo.	21st vigésimo primero.
2d segundo (2º).	12th duodécimo.	30th trigésimo.
3d tercero, tercer.	13th decimotercio.	40th cuadragésimo.
4th cuarto.	14th décimocuarto.	50th quincuagésimo.
5th quinto.	15th décimoquinto.	60th sexagésimo.
6th sexto.	16th décimosexto.	70th septuagésimo.
7th séptimo.	17th décimoséptimo.	80th octogésimo.
8th octavo.	18th décimoctavo.	90th nonagésimo.
9th noveno, nono.	19th décimonono.	100th centésimo.
10th décimo.	20th vigésimo.	200th ducentésimo.

ITALIAN

The Italian alphabet contains only 22 letters, *k*, *w*, *x*, and *y* occurring only in foreign words.

Division of words

Divide on a vowel whenever possible: *vo-stro, de-gno, te-sta, sa-lu-to, do-vrebbe, mo-le-co-la.*

Diphthongs as well as the consonant combinations *ch*, *gh*, *gl*, *gn*, and *sch* are indivisible; *sc*, *sp*, and *st* are also indivisible, except in words that have prefixes *bis*, *cis*, *dis*, *es*, *mis*, or *tras*, as *tras-curra*, *tras-porto*, etc.

Double consonants (including *cch* and *ggh*) occurring between vowels are separated, as *fac-cia*, *orec-chio*, etc.

Words with an apostrophe, as *all'*, *coll'*, etc., are divided on the first *l*, so that the second *l* and the apostrophe begin the next line, as *del-l'albero*.

The space after the apostrophe is no longer required.

LATIN

Division of words

The number of syllables is governed by the number of vowels or diphthongs in the word: *a-mi-ci-ti-am*, *se-ri-o*, *car-du-us*.

The diphthongs are *ae*, *au*, *ei*, *eu*, *oe*, and *ui*.

When a single consonant occurs between two vowels or between a diphthong and a vowel, division is made before the consonant: *Cae-sar*, *fre-num*.

When two or more consonants occur together, division is usually before the last consonant: *inep-ti*, *nar-cis-sus*, *ves-ti-gia*.

The following combinations, however, should never be separated: *bl*, *br*, *cl*, *cr*, *chl*, *chr*, *dr*, *gl*, *gr*, *pl*, *pr*, *phl*, *phr*, *tr*, *thr*, and also *gu* and *qu*. Examples: *pulchre*, *frus-tra*, *ex-plere*.

BOHEMIAN (CZECHOSLOVAK)

Char-acter	Tone value	Char-acter	Tone value	Char-acter	Tone value
a	o in <i>done</i> .	i, y	i in <i>lick</i> .	ř	rsh. ⁵
á	a in <i>arm</i> .	í, ý	i in <i>pique</i> .	s	s in <i>sink</i> .
b	b.	j	y in <i>yes</i> .	š	sh.
c	ts.	k	ck in <i>stick</i> .	t	t in <i>test</i> . ⁶
č	ch in <i>child</i> .	l	l.	t'	t in French <i>tien</i> .
d	d. ¹	m	m.	u	u in <i>push</i> .
d'	d in French <i>diable</i> .	n	n. ⁴	ů, ú	u in <i>rude</i> .
e	e in <i>end</i> .	ň	ny in <i>canyon</i> .	v	v.
é	e in <i>ere</i> .	o	o in <i>opinion</i> .	x	x in <i>expect</i> . ³
ě	ea in <i>beatitude</i> . ²	ó	o in <i>lord</i> .	z	z in <i>zeal</i> .
f	f.	p	p.	ž	z in <i>azure</i> .
g	g in <i>great</i> . ³	q	q in <i>question</i> . ³		
h	h in <i>ham</i> .	r	r in <i>rest</i> .		

¹ Takes sound of *d'* when followed by *ě* or *i*.

² When it follows *d*, *n*, *t*, these letters take soft sound of *d'*, *n*, *t'*, and *ě* then sounds like *e*.

³ Occurs only in foreign words.

⁴ Sound of *ny* when followed by *ě* or *i*.

⁵ Peculiar to Bohemian.

⁶ Takes sound of *t'* when followed by *ě* or *i*.

g, *q*, and *x* appear only in foreign words.

The Czechoslovak language is divided into three dialects—Pure Czech, Moravian, and Slovak. As in many of the other continental countries, the Latin alphabet has replaced the German.

Stress is invariably on the first syllable.

Vowels with the acute accent are sounded long.

Punctuation is according to the general rules of the English language.

Division of words

Division occurs after a vowel, as *stra-ka*, *ba-vl-na*. In the second syllable of the latter it will be observed that *l* (as also is true of *r* and *v*), frequently has the characteristics of a vowel.

The consonants *šk*, *sk*, *št*, *st*, and *sd* must not be divided, and they form the beginning of a syllable.

Division also occurs between two vowels or two consonants.

When *l*, *r*, or *ř* occur before a vowel, they also take along the preceding consonants (with the exception of *n*), and also the indivisible consonants *sk*, *šk*, *st*, *št*, and *sd*.

BULGARIAN

The Bulgarian language belongs to the southeastern Slavic group; but during the 500 years of Turkish domination it has absorbed many foreign elements, both from the Turkish and from the languages of the neighboring states.

In modern times the reformed Russian Cyrillic characters have been generally adopted outside of ecclesiastical publications. To these one Bulgarian character (Jusz, *ѣ*) has been added.

Punctuation is practically the same as in English.

Division of words

Division of words is the same as in the Russian. (See p. 127.) The vowel sound *ѣ* of the *ѣ* of the old Bulgarian Cyrillic is retained. The final *ѣ* is mute.

DANISH-NORWEGIAN

The Norwegians and Danes now use the Latin alphabet almost universally. In addition, they have the diphthong *æ*, with sound of *a* in *hay*, and *ø* or *ö*, which corresponds to *æ*; *av* has the sound of *au*; *eg*, *aj*, and *ej* have the sound of *i* in *pie*; *oj*, *oy* in *boy*.

The *c*, *g*, *w*, *x*, and *z* are used only in foreign words and in foreign proper names: The Danes capitalize all nouns, while the Norwegians do not. In the latter country proper names are lower cased when used as adjectives, as *norske skib* (Norwegian ship).

English rules for punctuation will apply.

Division of words

Diphthongs and the consonant combinations *gj*, *hj*, *hv*, *kj*, *kl*, *sk*, *skj*, *zj*, *sl*, and *sv* must not be divided.

In compound words divide so that the component parts of each word remain intact, as *sel-skabel*, not *sels-kabel*. Suffixes form a syllable by themselves, as *afdel-ing*, *forarg-else*.

Rules for division of words in German on page 112 will apply also to the Danish-Norwegian with exceptions noted above.

Figures

Cardinal numbers:

1 en (een).	17 sytten.	50 halvtresindstyve.
2 to.	18 atten.	60 tresindstyve.
3 tre.	19 nitten.	70 halvfjerdsindstyve.
4 fire.	20 tyve.	80 firsindstyve.
5 fem.	21 en og tyve.	90 halvfemsindstyve.
6 seks.	22 to og tyve.	100 hundrede.
7 syv.	23 tre og tyve.	101 hundrede og en.
8 otte.	24 fire og tyve.	110 hundrede og ti.
9 ni.	25 fem og tyve.	200 to hundrede.
10 ti.	26 seks og tyve.	1,000 tusind.
11 elleve.	27 syv og tyve.	1,100 elleve hundrede.
12 tolv.	28 otte og tyve.	2,000 to tusinde.
13 tretten.	29 ni og tyve.	10,000 ti tusinde.
14 fjorten.	30 tredive.	100,000 hundrede tusinde.
15 femten.	31 en og tredive.	1,000,000 en million.
16 seksten.	40 fyrretyve.	

From 30 up to 100 the Norwegian numbers differ from the Danish:

30 tredve.	60 seksti.
31 en og tredve.	70 sytti.
40 førti.	80 otti.
50 femti.	90 nitti.

DUTCH

The Dutch use 26 Latin letters; but of these, *c*, *q*, *x*, and *y* are used only in foreign words. They have a unique ligature, *ij*, which in manuscripts is very often changed to *y*. When this ligature is the initial letter of a word at the beginning of a sentence, both are capitalized: *IJs*, ice; *IJverig*, zealous.

As in the German, the principal part of some compounds is written but once: *Taal-*, *lees-*, *en schrijfboeken*, grammar-, reading-, and copybooks.

Capitalization

Capitalization is very much the same as in English. The following exceptions should be noted:

When the first word of a sentence is represented by one letter only, the second word has the initial capital: *s Avonds is het koud*, in the evening it is cold.

The article or preposition between Christian and family name is not capitalized: *Jan ten Brink*, *Mathias van der Velde*.

Personal and possessive pronouns referring to the Deity are capitalized.

While *ik*, I, is lower-cased, the personal pronoun of the second person is capitalized: *Gestern heb ik U brief ontvangen*, Yesterday I received Your letter.

Days of week: *Zondag*, *Maandag*, *Dinsdag*, *Woensdag*, *Donderdag*, *Vrijdag*, *Zaterdag*.

Months: *Januari*, *Februari*, *Maart*, *April*, *Mei*, *Juni*, *Juli*, *Augustus*, *September*, *October*, *November*, *December*.

Seasons: *lente* (voorjaar), *zomer*, *herfst*, *winter*.

Accents

The circumflex (^) indicates that two syllables are contracted into one: *Daân*, deeds; *Goôn*, gods; *liên*, people.

The diaeresis (¨) is used to indicate that two vowels are to be pronounced separately: *Zeën*, seas; *met driën*, with three; *oliën*, to oil. However, if two vowels can not represent a regular sound, the diaeresis is omitted: *Israeliet*, *modeartikeln*.

The acute and grave accents are used for stress on a vowel: *één gulden*, one florin; but *een gulden*, a florin; *dáár is het*, there it is; *daar is hijndelik*, there he is finally; *èn de een èn de ander*, the one as well as the other; *óf dit óf dat*, either this or that.

Division of words

Avoid dividing short words as much as possible, but where necessary observe the following rules:

In compound words the component parts of each word must remain intact: *Eer-ambt*, post of honor; *door-een*, together; *elk-ander*, each other.

Words with prefixes *be-*, *ge-*, *her-*, etc., or with suffixes, *-aard*, *-achtig*, must be treated the same as compound words in dividing.

A single consonant between vowels is added to the following syllable, as *dee-len*, to divide; *ne-men*, to take; *la-chen*, to laugh; *li-chaam*, the body; note that *ch* is inseparable.

Where two consonants occur together, they are split: *ber-gen*, mountains; *gan-zen*, geese.

In the case of three or more consonants division is phonetical: *vor-sten*, monarchs; *ven-ster*, window; but *amb-ten*, offices; *erv-ten*, peas; *art-sen*, doctors; *koort-sen*, fevers.

Foreign words, or those of foreign origin, are divided according to pronunciation: *le-proos*, leprous; *A-driaan*, Adrian.

FINNISH

Char-acter	Tone value	Char-acter	Tone value	Char-acter	Tone value	Char-acter	Tone value
a	a in <i>Sofa</i> .	k	k.	s	s.	b	b.
d	d.	l	l.	t	t.	c	ts.
e	e in <i>met</i> .	m	m.	u	u in <i>put</i> .	f	f.
g	g in <i>game</i> .	n	n.	v	v in <i>vest</i> .	q	k.
h	h.	o	o.	y	French u.	x	ks.
i	i in <i>din</i> .	p	p.	ä	a in <i>at</i> .	z	s.
j	y in <i>yet</i> .	r	r.	ö	o in <i>bœuf</i> .	å	aw in <i>saw</i> .

The last seven letters, *b, c, f, q, x, z*, and *đ* occur only in foreign words and proper names.

Since 1883 the Suomi, or Finnish language, has, in common with Swedish, been an official language in Finland.

The language has neither articles nor prepositions, and the verbs have but two tenses, past and present. The future tense is expressed by circumlocution. There are 15 cases. Stress is always on the first syllable.

So-called long vowels are *aa, ää, ee, ii, oo, uu, yy*.

In the following diphthongs the sound of the individual letters must not be lost: *uo, yō, ie, au, eu, iu, ou, äy, öy, ai, ei, oi, ui, yi, äi, öi*.

Division of words

Do not separate vowels.

A consonant between two vowels belongs to the following syllable.

Two consonants may be divided.

In words having three consonants the last will go with the following syllable.

HUNGARIAN

Char-acter	Tone value	Char-acter	Tone value	Char-acter	Tone value
a	o in <i>dog</i> .	í	i in <i>ravine</i> .	r	r (trilled).
á	a in <i>father</i> .	j	y in <i>yard</i> .	s	sh in <i>shut</i> .
b	b.	k	k.	sz	s in <i>silly</i> .
c	ts.	l	l.	t	t.
cs	ch in <i>change</i> .	ly	l (lj) in <i>lute</i> .	ty	t (tj) in <i>tune</i> .
cz	ts in <i>its</i> .	m	m.	u	oo in <i>good</i> .
d	d.	n	n.	ú	u in <i>brute</i> .
e	e in <i>lend</i> .	ny	ni (nj) in <i>Virginia</i> .	ü	u (y) of French
é	ai in <i>wail</i> .	o	o in <i>horn</i> .		<i>nu, rue</i> . ^{1,2}
f	f.	ó	o in <i>stone</i> .	ű	(²)
g	g in <i>pig</i> .	ö	u in <i>purr</i> .	v	v.
gy	d in <i>duke</i> .	ő	eu in French word	z	z.
h	h.		<i>peur</i> . ^{1,2}	zs	s in <i>measure</i> .
i	i in <i>bits</i> .	p	p.		

¹No corresponding sound in English.

²Really only lengthened form of preceding vowel.

There are no exceptions to these rules of pronunciation.

Punctuation is practically the same as in English.

Accents

Stress is without exception on the first syllable.

Capitalization

Forms of address in letters, etc., and titles are capitalized: *Felséges Uram* (Your Majesty); *Méltóságod* (Your Lordship).

Proper names and those referring to God are capitalized.

Adjectives formed from proper names are not capitalized: *budapesti* (of Budapest); *magyar* (Hungarian).

Division of words

Simple words are divided at the end of a line so that where two vowels follow one another they are separated: *fi-am, mi-enk, ti-e-id*.

Where two consonants follow one another, they also are separated: *nap-pal, er-dő*.

Where a single consonant occurs between two vowels, it goes with the next syllable: *vá-ros, va-dász*. This rule also holds good where the consonant is a double one: *gy, cz, ty, ny, sz, ty, cs* (*a-gyag, e-cset, e-czel, a-nya, a-tya, ró-zsa*).

Two combinations of consonants occurring together in one word are abbreviated: *ssz* instead of *szsz*; but when they are divided, the original spelling is restored: *hosz-szu*.

Compound words are divided according to their construction: *rend-őr, meg-áll*.

Abbreviations

The following will be of interest because of their frequent use:

<i>kir.</i> (<i>királyi</i>), royal.	<i>p.</i> (<i>pengő</i>) 100 filler.	<i>szt.</i> (<i>szent</i>), Saint.
<i>f. é.</i> (<i>foljő évi</i>), current year.	<i>pl.</i> (<i>például</i>), for instance.	<i>t. i.</i> (<i>tudniillik</i>), i. e.
<i>fil.</i> (<i>fillér</i>), half penny.	<i>stb.</i> (<i>és a többi</i>), etcetera.	
<i>k.</i> (<i>korona</i>), crown.	<i>sz.</i> (<i>szám</i>), number (no.)	

POLISH

Character	Tone value	Character	Tone value	Character	Tone value	Character	Tone value
a	a in <i>ah</i> .	e	en ^g (nasal).	m	m in <i>him</i> .	ś	sz ^{tsz} i.
ą	on ^g (nasal).	f	f in <i>favor</i> .	n	n in <i>new</i> .	sz	sh in <i>shall</i> .
b	b in <i>bah</i> .	g	g in <i>good</i> .	ń	n ⁱ .	szez	schtsch.
c	tsz.	h	h.	o	oo in <i>good</i> .	t	t.
ć	tszj.	ch	ch (Scotch	ó	u.	u	u.
cz	tsch.		loch).	p	p in <i>poor</i> .	w	v in <i>vaudeville</i> .
d	d.	i	e.	r	r in <i>rare</i> .	y	e in <i>fever</i> .
dz	ds.	j	y in <i>yell</i> .	rz	sch in <i>should</i> .	z	z in <i>zebra</i> .
dź	dzj (voiced).	k	c in <i>cost</i> .	s	s in <i>salt</i> .	ż	si.
dż	dsch.	l	l (trilled).	ś	s in <i>shut</i> .	ź	sch (voiced).
e	e in <i>ever</i> .	ł	w in <i>wood</i> .				

Punctuation is practically the same as in English.

The Polish has six words consisting of but one letter each, *w*, in; *z*, out; *i*, and, also; *a*, and, but; *o*, to, over; *u*, by.

Accents

Stress is invariably on the next to the last syllable.

Division of words

Those characters in the above table made up of several Latin consonants must not be divided.

Divide two simple consonants following each other, with the exception of *sk*, *śc*, *św*, *śl*, *st*, and also *ur* (*Zerom-ski*; *wła-ściwy*, *nie-świadomość*, *nieszczę-śliwych*, *probo-prze-uracać*).

Abbreviations

The following frequently used abbreviations will be helpful:

<i>i. t. d.</i> (<i>i tak dalej</i>), etcetera.	<i>r.</i> (<i>rok</i>), year.
<i>n. p.</i> (<i>na przykład</i>), for instance.	<i>Św.</i> (<i>święty</i>), Saint.
<i>p.</i> (<i>pan, pani</i>), Mr., Mrs.	<i>w.</i> (<i>wiek</i>), century.
<i>porów.</i> (<i>porównaj</i>), compare with, see.	

Figures

Cardinal numbers:

1 jeden.	21 dwadzieścia-jeden.
2 dwa.	22 dwadzieścia-dwa.
3 trzy.	23 dwadzieścia-trzy.
4 cztery.	24 dwadzieścia-cztery.
5 pięć.	25 dwadzieścia-pięć.
6 sześć.	26 dwadzieścia-sześć.
7 siedem.	27 dwadzieścia-siedem.
8 ośm, osiem.	28 dwadzieścia-osiem.
9 dziewięć.	29 dwadzieścia-dziewięć.
10 dziesięć.	30 trzydzieści.
11 jedenaście.	31 trzydzieści-jeden.
12 dwanaście.	50 pięćdziesiąt.
13 trzynaście.	100 sto.
14 czternaście.	200 dwieście.
15 piętnaście.	300 trzysta.
16 szesnaście.	400 czterysta.
17 siedemnaście.	500 pięćset.
18 osiemnaście.	600 sześćset.
19 dziewiętnaście.	1000 tysiąc.
20 dwadzieścia.	

Ordinal numbers:

First, pierwszy.
Second, drugi.
Third, trzeci.
Fourth, czwarty.
Fifth, piąty.

Sixth, szósty.
Seventh, siódmy.
Eighth, ósmy.
Ninth, dziewiąty.
Tenth, dziesiąty.

Days of the week: poniedziałek, wtorek, środa, czwartek, piątek, sobota, niedziela.

Months: styczeń, luty, marzec, kwiecień, maj, czerwiec, lipiec, sierpień, wrzesień, październik, listopad, grudzień.

Seasons: wiosna, lato, jesień, zima.

RUSSIAN

Since the Revolution of 1917 an effort has been made to simplify the language, and so Ѣ is displaced by е, е by ѣ, і by и, and the ѣ entirely eliminated.

Char- acters	Name	English value	Phonetic value	Char- acters	Name	English value	Phonetic value
А а	Ah.	a	a in <i>far</i> .	У у	Oo.	u	oo in <i>boot</i> .
Б б	Beh.	b	b in <i>bed</i> .	Ф ф	Ef.	f	f in <i>fold</i> .
В в	Veh.	v	v in <i>vague</i> .	Х х	Khah.	kh	kh (as Ger- man <i>ch</i>).
Г г	Geh.	g(h)	g in <i>gay</i> . ³	Ц ц	Tseh.	ts	ts in <i>hoots</i> .
Д д	Deh.	d	d in <i>day</i> .	Ч ч	Cheh.	ch	ch in <i>church</i> .
Е е	Yeh.	e, ie	ye in <i>yell</i> .	Ш ш	Shah.	sh	sh in <i>shawl</i> .
Ж ж	Zhay.	zh	z in <i>azure</i> .	Щ щ	Shtshah.	shch	shch, or sti in <i>Chris- tian</i> .
З з	Zay.	z	z in <i>zeal</i> .				
И и	Ee. ²	i	i in <i>ma- chine</i> .	Ь ь	(⁶)		Silent. ⁷
Й й	Ee. ³	й	y in <i>boy</i> .	Ы ы	Yearee.	y	y in <i>nymph</i> .
І і	Ee. ⁴	i	i in <i>élite</i> .	Ъ ъ	(⁸)		Silent. ⁹
К к	Kah.	k	k in <i>kite</i> .	Ѣ ѣ	Yat'. ⁽⁸⁾	ie	ye in <i>yea</i> .
Л л	El.	l	l in <i>long</i> .	Э э	Eh.	e	e in <i>Emer- son</i> .
М м	Em.	m	m in <i>man</i> .	Ю ю	Yoo.	iu	u in <i>union</i> .
Н н	En.	n	n in <i>no</i> .	Я я	Yah.	ia	ya in <i>yard</i> .
О о	O.	o	o in <i>mother</i> .	Ѧ ѧ	Feeta.	f	ph in <i>phil- osophy</i> .
П п	Peh.	p	p in <i>pay</i> .				
Р р	Err.	r	r in <i>error</i> .				
С с	Es.	s	s in <i>say</i> .				
Т т	Teh.	t	t in <i>tea</i> .	Ѧ ѧ	Eezhitsah.	y	y in <i>rhythm</i> .

¹ See paragraph preceding this table.

² Dvoinoie.

³ s Kratkoi.

⁴ s Tochkoj.

⁵ Used also in place of Latin h.

⁶ Tverdy znak.

⁷ Indicates that preceding consonant is hard.

⁸ Miagky znak.

⁹ Indicates that preceding consonant is soft.

¹⁰ Now replaced by и.

The Russians use the Cyrillic alphabet, which has been modified so that it bears some resemblance to the Latin alphabet.

Punctuation is very similar to the English usage.

Capital letters are used in beginning sentences, for proper names, in addresses in letters, and in words referring to the Deity.

The *z* in the prefixes без, чрез, воз, вз, из, наз, раз, when it precedes *c* is changed to *c*.

Division of words

1. A single vowel, with or without one or more consonants, constitutes a syllable.

2. Where a vowel is followed by but one consonant, the syllable ends on the vowel, the consonant beginning the next syllable. Example: Ца-ри-ца.

3. Where a vowel is followed by more than one consonant, the syllable ends with the first consonant. Example: За-в-тра; Сол-дат.

4. The semiconsonants ъ, ь, and й, when they occur within a word, terminate a syllable.

5. The prepositional prefixes без, до, пере, вы, на, не, от, за, пре, чрез, раз, and воz must remain intact.

6. The consonant combinations ств, ст, стр, бл, вл, мл, пл must not be divided.

7. Where two or more words are used to form a compound, divide so as to keep each component intact.

Transliteration

The Russian language being phonetic, transliteration is simply a matter of substituting the proper English values for the respective Russian letters, as Полтава = Poltava.

The following important points should, however, be carefully observed:

1. ъ and ь are mute and indicate only that the consonant preceding it is, respectively, hard or soft.

былъ = byl = he was.

быль = byl' = a tale.

NOTE.—The apostrophe (') is used to indicate the soft consonant.

2. ѣ and е are to be transliterated by e only when hard, by ê when soft:

весь = ves' = all.

поле = polê = field.

ѣмъ = îem = I eat.

SERBO-CROATIAN

Serbian characters	Croatian characters	Tone value	Serbian characters	Croatian characters	Tone value
А а	A a	a in <i>car</i> .	Н н	N n	n.
Б б	B b	b.	Њ њ	Nj nj	ni in <i>opinion</i> .
В в	V v	v (w).	О о	O o	o in <i>note</i> .
Г г	G g	g in <i>good</i> .	П п	P p	p.
Д д	D d	d.	Р р	R r	r in <i>very</i> .
Ђ ђ	DjD djđ	j in <i>James</i> .	С с	S s	s in <i>son</i> .
Е е	E e	e in <i>end</i> .	Т т	T t	t.
Ж ж	Ž ž	s in <i>measure</i> .	Ћ ћ	Ć ć	ch in <i>church</i> .
З з	Z z	z in <i>zeal</i> .	У у	U u	oo in <i>room</i> .
И и	I i	ee in <i>keen</i> .	Ф ф	F f	f.
Ј ј	J j	y in <i>you</i> .	Х х	H h	ch in <i>Scotch loch</i> .
К к	K k	k.	Ц ц	Č c	ts in <i>cats</i> .
Л л	L l	l.	Ч ч	Č ċ	ch in <i>church</i> .
Љ љ	Lj lj	li in <i>million</i> .	Џ џ	Dž dž	j in <i>James</i> .
М м	M m	m.	Ш ш	Š š	sh in <i>shout</i> .

In the western part of the country the language is written with Latin characters, while in the eastern part the Cyrillic are used. The language may be written equally well with either. The important difference is that in the Croatian the letters follow the regular order of the English, while the Serbian follows the order of the Greek on which it was founded.

Punctuation is practically the same as in English.

In Serbian words the stress is invariably on the first syllable.

Division of words

A consonant between two vowels goes with the next syllable.

Where two or more consonants occur between two vowels, they are separated, provided it is a combination with which no Serbian word can be begun.

The following consonants must not be divided: бл, бр, вл, вр, гв, гд, гл, гр, дв, др, зб, зв, зл, зм, зн, зр, кл, кь, кн, кь, кр, мл, мр, пл, пр, пч, п, ш, рь, св, ск, сл, см, сн, сп, ср, ст, ств, стр, тв, тр, фл, фр, хл, хр, хт, цв, пр, чл, чр, ђб, шк, шь, шт.

Abbreviations

The following abbreviations will be helpful:

t. j. (Тојест), i. e., that is.

ов. год. (ове године), current year.

и. т. д. (итако даје), etcetera.

Г. (Господин), Mr.

Г-ђа (Госпођа), Mrs.

Г-ђица (Госпођица), Miss.

Г. Г. (Господа), Gentlemen.

н. пр. (на пример), for example.

SWEDISH

The Swedish language uses the entire Latin alphabet, with the exception of *w*, but has added three letters: *ä*, called *awe* and pronounced like *aw* in *saw*; *å*, called *ey* and pronounced like *e* in *wren*; and *ö*, called *eu* and pronounced like the French *eu* in *moniteur*.

Except in cases of occasional nouns (*Tegnér*), accents are not used.

The colon is generally used in abbreviations: *n:o*, *D:r*. Otherwise punctuation is generally as in the English.

Days of week: *söndag, måndag, tisdag, onsdag, torsdag, fredag, lördag*.

Months: *januari, februari, mars, april, majmånad, juni, juli, augusti, september, oktober, november, december*.

Seasons: *vår, sommar, höst, vinter*.

Division of words

The following consonants must not be divided: *hv, lj, ng, st, sk, sv*, and *sp*. Otherwise all consonants may be divided.

Compound words retain their component parts in dividing: *be-tjänter, spel-are*.

Figures

Cardinal numbers:

1 en, ett.	11 elva.	21 en och tjugu.
2 två, tu, tvänne.	12 tolv.	30 trettio.
3 tre, trenne.	13 tretton.	40 fyrtio (fyratio).
4 fyra.	14 fjorton.	50 femtio.
5 fem.	15 femton.	60 sextio.
6 sex.	16 sexton.	70 sjuttio.
7 sju.	17 sjutton.	80 åttio (åttatio).
8 åtta.	18 aderton.	90 nittio.
9 nio.	19 nitton.	100 hundra.
10 tio.	20 tjugu.	1,000 tusen.

GREEK

Characters		Greek name	English sound	Characters		Greek name	English sound
A	α	Alpha.	A.	N	ν	Nu.	N.
B	β	Beta.	B.	Ξ	ξ	Xi.	X.
Γ	γ	Gamma.	G.	O	\omicron	Omicron.	O short.
Δ	δ	Delta.	D.	Π	π	Pi.	P.
E	ϵ	Epsilon.	E.	P	ρ	Rho.	R.
Z	ζ	Zeta.	Z.	Σ	σ	Sigma.	S.
H	η	Eta.	E.	T	τ	Tau.	T.
Θ	θ	Theta.	Th.	Υ	υ	Upsilon.	U.
I	ι	Iota.	I.	Φ	ϕ	Phi.	F.
K	κ	Kappa.	K.	X	χ	Chi.	Ch.
Λ	λ	Lambda.	L.	Ψ	ψ	Psi.	Ps.
M	μ	Mu.	M.	Ω	ω	Omega.	O long.

GREEK DIACRITICAL MARKS

' lenis.	˘ lenis grave.	ˆ tilde asper.
ˆ asper.	ˆ˘ asper acute.	ˆ˘˘ diaeresis.
ˆ˘ acute.	ˆ˘˘ asper grave.	ˆ˘˘˘ diaeresis acute.
ˆ˘˘ grave.	ˆ˘˘˘ tilde.	ˆ˘˘˘˘ diaeresis grave.
ˆ˘˘˘ lenis acute.	ˆ˘˘˘˘ tilde lenis.	

Diacritical marks that can not be placed over Greek capital letters are placed before them.

The comma, period, and exclamation point are used as in English, but the Greek mark of interrogation is the semicolon. The hyphen is never used in compounding words. The apostrophe is used to indicate elision.

The lower-case letters α , β , δ , θ , ϕ , φ , π , ω , σ , s have two forms:

α is used in text; α , as a symbol in mathematical work; β and θ in text and as symbols; δ and ϑ , rare, never as symbols; ϕ , φ , in text and as symbols; π , in text and as symbol; ω is rarely used, and only as a symbol; σ , initial or medial *s*; *s*, final *s*, only at end of words.

HEBREW

Character and name	English equivalent	Character and name	English equivalent
א..... Aleph.	a.	נ (final)..... Nun.	n.
ב..... Beth.	b.	ס..... Samekh.	s.
ג..... Veth.	v.	ע..... Ayin.	e.
ד..... Gimel.	g.	פ..... Peh.	p.
ה..... Daleth	d.	פ (final)..... Feh.	ph.
ו..... Heh.	h.	צ (final)..... Sadhe.	ts (s sharp).
ז..... Vau.	v (w).	ק..... Koph.	q (k).
ח..... Zayin.	z.	ר..... Resh.	r.
ט..... Cheth.	kh (guttural)	ש..... Sin or	s or sh.
י..... Teth.	t.	Shin. ¹	
י..... Yod.	y.	ש..... Sin. ¹	s.
כ..... Caph.	k.	ש..... Shin. ¹	sh.
כ (final)..... Chaph	ch.	ת..... Tav.	t.
ל..... Lamedh.	l.	ת..... Thav.	th.
מ (final)..... Mem.	m.		

¹ The letter *Shin* (ש) differs from *Sin* (ש) only in the position of the diacritical point. Neither is much used, ש (without the point) being used for both.

In the Hebrew alphabet, consonants are represented by letters, the vowels being indicated by means of points over or under the consonants, א (o), א (ah), ע (eh), י (i), י (oo), which are, however, usually omitted in works for the advanced student:

Char-acter	Name	Sound	Char-acter	Name	Sound
-	Pathach	a as in father.	◌◌	Segal	e as in sell
◌◌	Komatz	o as in off.	◌◌	Shuruk	u as in sure
◌◌	Khiruk	i as in pin.	◌◌	Mlupan	oo as in nook.
◌◌	Tzehra	e as in eh	◌◌	Cholom	oa as in goal.

NOTE.—All points except the last two are placed immediately below the letter. The relative positions of the last two are as indicated in connection with the letter י.

There are neither lower case, small caps, nor italics, but some of the letters are varied in shape when occurring at the end of a word: *Caph* (כ), *Mem* (מ), *Nun* (נ), *Feh* (פ), and *Sadhe* (צ), are changed to כ, מ, נ, פ, צ.

The rule is not to divide Hebrew words, but in order to fill out a short line, five of the letters are also made of more than normal width: א, ב, ג, ד, ה.

In Yiddish (printed in Hebrew characters), however, divisions are made, when necessary, in the Government Printing Office. This practice is also common in newspaper work.

SIMILARITY OF CERTAIN LETTERS

[Veth Chaph] [Daleth Chaph (final) Resh] [Mem (final) Samekh] [Gimel Nun]
 [Teth Mem] [Ayin Sadhe] [Cheth Heh Tav] [Vau Zayin Yod Nun (final)]

THE NEW TURKISH ALPHABET

A a	B b	Ç ç	C c	D d	E e	F f	G g	Ğ ğ	H h
I ı	İ i	J j	K k	L l	M m	N n	O o	Ö ö	P p
R r	Ş ş	S s	T t	U u	Ü ü	V v	Y y	Z z	—

DIACRITICAL MARKS USED IN FOREIGN LANGUAGES

á Bohemian (Czechoslovak), Dutch, Hungarian, Portuguese, Spanish.	ł Polish.
à Dutch, French, Italian, Rumanian.	ń Polish.
â Dutch, French, Portuguese, Rumanian, Turkish.	ň Bohemian (Czechoslovak).
ä German, Swedish, Finnish.	ñ Spanish, Bohemian.
ą Polish, Lithuanian.	ņ Latvian-Livonian.
å Swedish, Norwegian.	ó Bohemian (Czechoslovak), Flemish, Hungarian, Polish, Portuguese, Spanish.
ă Rumanian.	ò Italian.
ã Portuguese.	ö German, Finnish, Hungarian, Norwegian, Swedish, Turkish.
ā Latvian-Livonian.	ô Dutch, French, Portuguese.
ć Serbo-Croatian.	õ Portuguese.
ç French, Portuguese.	ő Hungarian.
ç Turkish.	ø Danish, Norwegian.
č Bohemian (Czechoslovak), Latvian-Livonian, Lithuanian, Serbo-Croatian	ō Latvian-Livonian.
č Polish.	ŗ Latvian-Livonian.
ď (d') (Ď) Bohemian (Czechoslovak).	ř Bohemian (Czechoslovak).
dž Latvian-Livonian, Serbo-Croatian.	ś Polish.
é Bohemian (Czechoslovak), Dutch, Flemish, French, Hungarian, Portuguese, Spanish.	š Bohemian (Czechoslovak), Lithuanian, Latvian-Livonian, Serbo-Croatian.
è Dutch, French, Italian.	ș Rumanian.
ě Bohemian (Czechoslovak).	ş Turkish.
ê Dutch, Flemish, French, Portuguese, Rumanian.	ť (ť) (Ť) Bohemian (Czechoslovak).
ë Dutch, Flemish, French.	ţ Rumanian.
ĕ Rumanian.	ú Bohemian (Czechoslovak), Hungarian, Portuguese, Spanish.
ē Latvian-Livonian.	ù French, Italian.
ę Polish, Rumanian.	û French, Turkish.
ė Lithuanian.	ü French, German, Hungarian, Spanish, Turkish.
ĝ Latvian-Livonian.	ŭ Rumanian.
ğ Turkish.	ű Hungarian.
í Bohemian (Czechoslovak), Hungarian, Portuguese, Spanish.	ū Latvian-Livonian.
ì Italian.	ű Bohemian (Czechoslovak), Lithuanian.
ï French.	ŵ Welsh.
î French, Italian, Rumanian, Turkish.	ÿ Dutch.
ı Rumanian.	ý Bohemian (Czechoslovak).
ī Latvian-Livonian.	ÿ Welsh.
ķ Latvian-Livonian.	ż Polish.
ļ Latvian-Livonian.	ž Lithuanian, Polish.
İ Turkish.	ž Bohemian (Czechoslovak), Lithuanian, Latvian-Livonian, Serbo-Croatian.
ı Turkish.	
ī Lithuanian.	

LANGUAGES USING CERTAIN DIACRITICAL MARKS

Bohemian (Czechoslovak): á ě d' (ď) (Ď) é ě í ñ ō ř š ť (ť) (Ť) ú ů ý ž.	Lithuanian: ą ċ ě ė į š ž ž.
Danish and Norwegian: æ ö ø.	Norwegian: æ ö or ø.
Dutch: á â â é ě ê ë ò ŷ.	Polish: ą ċ ė ł Ń ó ś ź ż.
Flemish: é ě ě ó.	Portuguese: á â ã ç ċ é ě í ó ô õ ú.
Finnish, ä, ö.	Rumanian: â â ä ê ě î î ş ŧ û ũ.
French: â â ç ě ě ě ě î î ô û ũ ŷ æ.	Serbo-Croatian: ċ ċ dž š ž.
German: â ö ü.	Spanish: á é í ó ú ũ ñ.
Hungarian: á é í ó ö ő ú ű ű.	Swedish: â ä ö.
Italian: â è ì î ò ù.	Turkish: ç â î û î ĩ ğ ö ş ü.
Latvian-Livonian: â ē ģ ī ķ ļ ņ ō ŕ ſ š ů č.	Welsh: ŷ ŵ.

The above includes capitals, small capitals, and lower case.

PLANT NAMES

Standardized Plant Names (published by the American Joint Committee on Horticultural Nomenclature) has been adopted by the Government Printing Office as the standard authority for capitalization, compounding, and spelling of the common names of plants, and that authority will be followed hereafter. A list of all plant names in Standardized Plant Names which are at variance with usual dictionary forms follows.

A

Aaronsbeard
addersmouth
adderstongue
adzuki
African-violet
airpotato
alfileria
alkali-grass
alligatorweed
allthorn
alpencress
alpine-azalea
Amazonlily
Amazonvine
amuletplant
anatto-tree
anchorplant
angel-trumpet
anisetree
antelope-brush
Apache-plume
apple-of-Peru
Arab-primrose
arar-tree
arborvitae
arrow-arum
arrowgrass
arrowweed
ashleaf
asparagus-bean
atamasco-lily
Australian-pea
autumn-crocus
avalanche-lily
awl-leaf

B

baby-blue-eyes
babysbreath
babytears
bagseed
baldcypress
bald-hip
ballfern
ballflower
ballmustard
balloonflower
balloonvine
balm-of-Gilead
balsamapple
balsam-of-Peru
balsam-pear
balsamroot
banana-shrub
Barbados-cherry
barestem
barrenground
barren-strawberry
basketflower
bastardbox
beachgrass
beadplant

beadtree
beamtree
beardgrass
beargrass
bearcabbage
bearmat
bearstail
beautyberry
beautybush
beavertail
beebalm
beechfern
bee-sage
beetree
beggarticks
belladonna-lily
bellvine
bentgrass
bentleaf
bigberry
bigbush
bigcone-spruce
bigflower
bigfruit
bigleaf
bigmoon
bigroot
bigseed
bigstem
bigtooth
birchberry
bird-in-the-bush
bird-of-paradise-flower
birdpepper
birdseye
birdsfoot
birdsnest
bishopsap
bishopswood
bitleaf
bitterbrush
bittercress
bittervetch
blackbead
blackberry-lily
blackbox
black-bryony
blackbrush
blackbud
black-eyed-susan
blackfoot
blackhaw
blackjoint
blacklaurel
blackpurple
blackseed
blackspot
blackstem
black-salsify
bladdefern
bladderhut
bladdepod
bladder-senna
bladeapple
blanketflower

blazing-star
bleedingheart
blistercress
bloodleaf
bloodlily
bloodred
bloodtwig
bloodvein
bloodweed
blowwires
blueback
bluebead
bluebeard
bluebell-creeper
bluebells
blueblossom
bluebrush
bluebunch
bluecrown
bluecurls
bluedicks
blue-eyed-grass
blue-eyed-mary
blueflag
bluegrass
bluegreen
bluejoint
blueleaf
bluelips
blueridge (adj.)
bluestar
bluestem
bluetop
bluewood
bluntleaf
bogbean
bog-orchid
bog-rosemary
bonytip
bottlebrush
bottletree
bouncing-bet
bowmansroot
bowstring-hemp
boxelder
boxleaf
brassbuttons
Brazilian-cherry
breadgrass
breadroot
brickellbush
brickred
bridal-veil
bridal wreath
Brisbane-box
bristlecone
bristleleaf
bristletooth
brittlebush
broadbean
broadleaf
bromegrass
bronzebells
bronzeflag
brookgrass

broomcorn
broom-crowberry
broomrape
broomsedge
brown-eyed
brown-eyed-susan
Browns (lily, etc.)
brownstain
brownstem
brush-cherry
brushtip
buckbeard
buckwheatbrush
buckwheat-vine
buffaloberry
buffalo-bur
buglelily
bugseed
bullhorn
bullnettle
bunchleaf
bur-clover
bur-forget-me-not
bur-marigold
burningbush
burnweed
burrobrush
bur-sage
bur-snakeroot
bushclover
bush-honey-suckle
bushmint
bushpepper
bushpoppy
butchersbroom
butter-and-eggs
butterflybush
butterflyflower
butterfly-pea
butterflyweed
buttonclover
button-snakeroot
buttonweed

C

cajuput-tree
calabash-tree
calaba-tree
calamondin
calicoflower
California-laurel
California-nutmeg
California-poppy
canelthorn
camphor-tree
canarybalm
candlenut-tree
candeltree
canistel
canterbury-bells
canyon-poppy
Cape-cowslip
Cape-gooseberry
Cape-honeysuckle

- Cape-jasmine
 Cape-marigold
 Cape-pondweed
 Cape-weddingflower
 cardinalflower
 carelessweed
 Carolina-jessamine
 Carolina-vanilla
 carrionflower
 carrotleaf
 casabanana
 cassiabark-tree
 cassiaflower-tree
 castor-aralia
 castor-bean
 catchfly-gentian
 catchweed
 catchlaw
 catjang-pea
 cats-ear
 cattail
 cavenia
 celandine-poppy
 centuryplant
 chainfern
 chalice-vine
 chalkleaf
 chamaedrys
 chaste-tree
 checkerbloom
 cherryblossom
 cherry-laurel
 cherry-orange
 cherrystone
 chickpea
 Childs (gladiolus, etc.)
 Chile-ageratum
 Chile-bells
 Chile-guava
 Chile-jasmine
 Chile-nettle
 Chiloe (strawberry, etc.)
 China-aster
 China-fir
 China-laurel
 Chinese-houses
 Chinese-poppy
 Christeye
 Christ-thorn
 Christmasberry
 Christmas-rose
 cigarbox-cedar
 cigarflower
 cinnamon-vine
 clammyweed
 clawfern
 cliffbrake
 cliffbush
 cliffily
 cliffrose
 cloakfern
 clockvine
 cloth-of-gold
 cloudgrass
 cloven-lip
 clovetree
 clubleaf
 clubmoss
 cluster-amaryllis
 clusterlily
 cobblerthumb
 cocaine-tree
 cockscomb-yam
 cocks-eggs
 coco-plum
 coffeetree
 combleaf
 combseed
 compassplant
 confederate-jasmine
 coolwort
 coontail
 eotamundra
 copperleaf
 coppertip
 coralbean
 coralbells
 coralblow
 coralbush
 coraldrops
 coralreef
 cordgrass
 corkbark
 corktree
 corkwing
 corncockle
 cornelian-cherry
 corn-marigold
 cornsalad
 cotton-sedge
 cottonthistle
 cottonweed
 coventry-bells
 cowcockle
 cow-parsley
 cow-parsnip
 crabgrass
 cradle-orchid
 cranberrybush
 cranberry-gourd
 crape-jasmine
 crapemyrtle
 crazyweed
 creeperleaf
 creepingdevil
 creosotebush
 cressleaf
 Cretan-mullein
 cricketbat (adj.)
 crimsoncup
 crimson-eye
 crimson-flag
 crocos (adj.)
 crossleaf
 crossvine
 crotonebush
 crotonweed
 crownbeard
 crowndaisy
 crown-imperial
 crownvetch
 crowpoison
 crystal-tea
 cubeseed
 cuckooflower
 cucumber-root
 cucumbertree
 culvers-physic
 cupfern
 cupgrass
 cupid's-dart
 cupleaf
 curleaf
 curlycup
 curlyleaf
 currantweed
 curveleaf
 custard-apple
 cutcollar
 cutgrass
 cutleaf
 cypress-pine
 cypressvine
- D**
- daisybush
 daisytree
 Dallis (grass, etc.)
 dames (rocket, etc.)
 dammar-pine
 danesblood
 darkeye
 dasheen
 dateplum
 datil
 dawnflower
 dawnrose
 dayglow
 daylily
 deadnettle
 deathcamas
 deerfern
 deergrass
 deerweed
 desertbeauty
 desertcandle
 desertyholly
 desertylily
 desertprimrose
- desertwillow
 devilsclub
 devils-pincushion
 devilstongue
 devils-walkingstick
 diamondflower
 diamondleaf
 Diels (cotonaster, etc.)
 dimplecone
 dingleberry
 ditch-sunflower
 dogbrier
 dogfennel
 dogtail
 dogweed
 doublefile
 doubleflowerin
 doubleray
 dovefoot
 dovetree
 dracena
 dragonroot
 dragontree
 dryland (adj.)
 duckfern
 duncecap
 dunegrass
 dusty-miller
 dutchmans-breeches
 dutchmans-pipe
 dwarf-dandelion
- E**
- eardrops
 Easterbells
 Eca (rose, etc.)
 eggleaf
 elderleaf
 elephanthead
 elkslip
 elmleaf
 empress-tree
 epaulette-tree
 evening-primrose
 evening-star
 evergold
 evergreen-grape
- F**
- fairybells
 fairywand
 fall-daffodil
 fall-dandelion
 false-arborvitae
 false-azalea
 false-camomile
 false-carrot
 false-dragonhead
 falseflax
 false-hellebore
 false-indigo
 false-mesquite
 false-olive
 false-spirea
 false-tamarix
 false-yarrow
 fanscale
 farewell-to-spring
 featherfleece
 feathergrass
 feather-hyacinth
 featherleaf
 featherpetal
 feltfern
 feltleaf
 fenderbush
 fennelflower
 fennelleaf
 fernspray
 feterita
 feverfew-camomile
 fiddleleaf
 fieldcress
 fieldmadder
 figmarigold
 finetooth
 fingergrass
 fingerleaf
- firemoss
 firepink
 firethorn
 fireblade
 fivecoil
 fivefinger
 fiveleaf
 fivestem
 flamepoppy
 flame-ray
 flametree
 flamingoflower
 flannelbush
 flatpod
 flat-sedge
 flaxflower
 flaxleaf
 flaxlily
 fleecyflower
 fleecyvine
 flixweed
 floatingheart
 floss-silk-tree
 flowerfence
 flowering-rush
 flower-of-Jove
 fluffweed
 fourcolor
 fourseed
 fourstem
 fourwing
 foxgrass
 Franciscan-nightshade
 fringe-bell
 fringeleaf
 fringe-orchid
 fringetree
 fullers (teasel)
 fullmoon
- G**
- gamagrass
 garrambullo
 garlicbush
 gasplant
 gayfeather
 geiger-tree
 ghostpipe
 giantfennel
 giantgroundsel
 giltedge
 gingerlily
 glaciallily
 glandleaf
 globe-amaranth
 globe-corn
 globedaisy
 globemallow
 globethistle
 globe-tulip
 gloriosa
 glorybower
 glorybush
 gloryflower
 glorylily
 gloryvine
 goatgrass
 goatsrue
 goldband
 goldbeard
 goldblotch
 goldchust
 goldedge
 golden-aster
 goldenball
 goldenbeard
 goldenbowl
 goldchain
 goldenclub
 goldencup
 golden-eyed-grass
 goldenfeather
 goldenfleece
 goldenglow
 goldenlarch
 goldenleaf
 goldenmoon
 goldenplume
 goldenrain-tree

golden-shower
goldenstar
goldentop
goldentuft
goldentwig
goldenwave
goldenweed
goldenyellow
goldeye-grass
goldfern
goldfields
goldflower
goldhair
Goldie (fern, etc.)
goldleaf
goldmoss
goldspot
goldstripe
goldtip
goldtwig
goldvein
good-King-Henry
goosegrass
grains-of-paradise
grapefern
grape-hyacinth
grapeleaf
grassleaf
grass-pink
grasswidow
graybark
graybox
grayleaf
Grays (lily, etc.)
greasebush
Greek-valerian
greenberry
green-ebony
greenfire
greenleaf
green-net
greenscale
greensides
greentem
greenthread
greentwig
greenvein
groundcedar
groundcherry
ground-ivy
groundpine
groundselbush
groundsmoke
guamachil
guavaberry
Guiana-chestnut
gum-myrtle
gumplant
guttapercha

H

hairgrass
hairyleaf
halfhigh
halfmoon
halfskirt
handleaf
hardshell
hardyleaf
hares-ear-mustard
haretail
hartstongue
hawkbeard
heartpetal
hedg-hog-coneflower
hedgemustard
Hercules-club
heronbill
Hicks (yew, etc.)
highbush (adj.)
Himalaya-berry
Himalaya-honeysuckle
Hinds (walnut, etc.)
hoppeanut
hollostem
hollyaster
hollyfern
hollygrape

hollyleaf
honeybell
honeybush
honeylocust
hophbush
hophornbeam
hop-sage
hoptree
hornbrush
hornpoppy
horsebalm
horsebean
horsebrush
horsechestnut
horsegentian
horsenettle
horseradish
horseradish-tree
horsetail-tree
horseweed
houndstongue
house-amaryllis
hummingbird-trumpet
hyacinth-bean
hydrangea-vine

I

iceplant
ilama
India-almond
India-elm
India-hawthorn
India-mulberry
Indianfig
Indian-physic
Indianpipe
Indianroot
Indian-tobacco
Indian-warrior
Indianwheat
Indigobush
irisleaf
iron-tree
itchborage
ivy-arum
ivy-gourd
ivyleaf

J

jaburan
jackbean
jackfrost
jackfruit
Jacobs-rod
jambolan-plum
Jersey-tea
Jerusalem-artichoke
Jerusalem-cherry
Jerusalem-oak
Jerusalem-sage
Jerusalem-thorn
jetbead
jewelvine
jimmyweed
jimsonweed
jobs-tears
joe-pye-weed
jointfir
jointvetch
Josephs-coat
Joshua-tree
Judas-tree
jumpseed
junegrass
jungle-rice
jupitersbeard

K

kafrilly
kafricorn
karanda
karo
Kartaba (iris, etc.)
kasumi (cherry, etc.)
katsura-tree
kauri-pine
kei-apple

kidneyleaf
kidneyvetch
kidneywood
kittentails
kohlrabi
kolomikta
kousa
kudzu-bean
kwanso (daylily, etc.)
Kyushu (azalea, etc.)

L

Labrador-tea
laceflower
lacquer-tree
ladies-tresses
ladybell
ladyslipper
ladysmantle
ladysthumb
lambquarters
lanceleaf
largetooth
latticeleaf
lavender-cotton
lawgrass
leadplant
leatherflower
leatherweed
lemon-verbena
leopardbane
leopardplant
letterflower
lignumvitae
lilybasket
lily-of-the-valley
lilythorn
limeberry
limequat
lions-ear
lipfern
littleleaf
little-pickles
littleseed
littletree
liveforever
liver-balsam
living-rock
lizardtail
loblolly-bay
locoweed
London-pride
longbarb
longcluster
longleaf
longlip
Longs (grape, etc.)
longspine
longstalk
longtube
lookingglass
lords-and-ladies
lovegrass
loveroot
lowbush (adj.)
lyonshrub

M

Madden-cherry
Madeira-bay
Madeira-vine
Magdalena (mockorange, etc.)
mahala-mats
maidencane
maidengrass
maidenhair-tree
Malabar-nut
Malabar-plum
Malayapple
malu-creeper
mame (cherry, etc.)
mandacaru
Mangles (everlasting, etc.)
mannagrass
mapleleaf
maplewort

marestail
Mardin (iris, etc.)
Maries (fir, etc.)
marshcress
marsh-elder
marshfern
marshmallow
marshmarigold
Martens (selaginella, etc.)
Mascarene (grass, etc.)
matilija-poppy
matrimony-vine
mayapple
mayflower
Mays (brake, etc.)
mayten
meadowbeauty
meadowfoam
meadowrue
mealycup
mealymat
Meiwa
melicgrass
Menzies (spirea, etc.)
merrybells
mescalbean
Mexican-buckeye
Mexican-clover
Mexican-orange
Mexican-star
Mexican-tea
Michaelmas-daisy
milkbane
milkthistle
milkvetch
milkvine
milo
mistmaiden
miyama
mock-cucumber
mockorange
mock-strawberry
moleroor
Molucca-balm
mombin
momi
monkeycomb
monkeyflower
monkeypuzzle
monkshead-vine
monreale
moonpod
Moore (agapanthus, etc.)
moraea
moso
mosquito-trap
mossheath
mossycup
moth-orchid
moundlily
mountain-ash
mountain-bluet
mountain-dandelion
mountainheath
mountain-holly
mountain-laurel
mountain-lilac
mountain-mahogany
mountain-mint
mouse-ear
mouseleaf
Moyes (rose, etc.)
mudbank
mundi-root
Mupin (cotoncuster, etc.)
muskgrass
muskphlox
muskplant
myrtleleaf

N

Narbonne (flax, etc.)
narihira
narrowleaf
Natal-ebony
navelseed
necklace-tree

needle-and-thread
 needlegrass
 negundo
 netpod
 netvein
 nightblooming
 nightjasmine
 nightphlox
 nimblewill
 nineleaf
 ningala
 Nippon-bells
 nodfruit
 notchleaf
 nutgrass

O

oakfern
 oakleaf
 oatgrass
 oceanspray
 Oconee-bells
 ohelo
 oilnut
 oldman (adj.)
 oliveleaf
 one-flower
 one-spike
 oniongrass
 orange-cup
 orange-eye
 orange-jasmine
 orange-rose
 organpipe
 orobus
 Osage-orange
 otaksa
 owlelover
 oxtongue
 oysterplant

P

painted-cup
 palafoxia
 paleleaf
 paleseed
 palma dulce
 palmgrass
 paloblance
 paloverde
 pampasgrass
 pansy-orchid
 paperbark
 paperflower
 paper-mulberry
 papertree
 parasol-tree
 parrotfeather
 Parsons (arborvitae, etc.)
 partridgeberry
 partridgefoot
 partridge-pea
 pasqueflower
 passionflower
 peabush
 peachbrush
 peachleaf
 pear-hip
 pearleaf
 pearlstripe
 pea-shrub
 peatpink
 pea-tree
 peegee
 pelicanflower
 pennyleaf
 peppertree
 peppervine
 pheasanteye
 philibertia
 phyllirea
 picklebush
 pickerelweed
 pigeonpea
 pinebarren
 pinegrass
 pinemat

pinewoods (adj.)
 pinkbells
 pinkedge
 pinkscale
 pinkshell
 pink-shower
 pinkstar
 pinkstem
 pinkstripe
 pink wax
 pinpoint
 pinxterbloom
 pitcherplant
 planetree
 plantainleaf
 plantainlily
 plumegrass
 plumepoppy
 plumeseed
 plumleaf
 plum-pine
 plum-yew
 podfern
 poets (narcissus, etc.)
 pointleaf
 pointvetch
 poisonbean
 poisonhemlock
 poison-ivy
 poison-oak
 poisonvetch
 pond-apple
 pondcypress
 ponyfoot
 poor-robin-plantain
 poppy-mallow
 portiatree
 Portugal-laurel
 possumhaw
 potatobean
 Potts (tritonias, etc.)
 prairieclover
 prairiegentian
 prairiemallow
 prairie-smoke
 prickleaf
 prickleglass
 pricklepopy
 prickly-ash
 pricklypear
 prickly-thrift
 pride-of-Madeira
 primrose-willow
 princesfeather
 princesplume
 prirmarganberry
 puncturevine
 purplebell
 purplecane
 purplecone
 purplecup
 purple-eye
 purple-lady
 purpleleaf
 purplenet
 purplespot
 purplestem
 purplestripe
 purpletop
 purplewreath
 pussy-ears
 pussypaws
 pussytoes

Q

quackgrass
 quakerladies
 Queen-Annes-lace
 quencup
 queen-of-the-night
 Queensland-nut
 quickweed
 quill-leaf

R

rabbitbean
 rabbitbrush

rabbiteye
 rabbitfoot
 rabbitail
 ragged-robin
 rainlily
 raintree
 raisintree
 ramshad
 Rangoon-creeper
 rattail
 rattlepod
 rattlesnake-plantain
 rattlesnake-root
 redbay
 redhead
 redberry
 redbox
 red-devil
 redfish
 redflowering
 redhelmet
 redleaf
 redmaids
 red-osier
 redpepper
 redrim
 redroot
 redscale
 redseed
 redshanks
 redshoot
 redspot
 redspray
 redspur
 redstem
 redtip
 redtwig
 redwood
 redvein
 red - white - and - blue-
 flower

reedgrass
 Reeves (spirea, etc.)
 resurrectionplant
 ribbonbush
 ribgrass
 riceflower
 ricegrass
 ricepaper-plant
 riceroot
 ringleaf
 rigput
 rippleseed
 riverbank
 Rivers (beech, etc.)
 rockbeauty
 rockbell
 rockbrake
 rockcress
 rockjasmine
 rockmat
 rockpurslane
 rockspirea
 rockspray
 rootspine
 rosa-de-montana
 rosarybean
 rosary-pea
 rose-acacia
 rosegay
 rosegentian
 roseleaf
 rosemallow
 rosemyle
 rose-of-heaven
 rose-of-Jericho
 rosepink
 rose-ring
 rouge-plant
 roughleaf
 roughseed
 roundbud
 round-eared
 roundleaf
 roundlobe
 roundroot
 roundtop
 rubbertree
 rubbervine

rubberweed
 runningpine
 Russian-olive
 Russian-thistle
 ryegrass

S

sacred-lily
 salad-rocket
 saltcedar
 saltgrass
 saltmarsh
 saltmeadow
 salt-free
 sandbar
 sandboxtree
 sandbur
 sandgrass
 sandheath
 sandhill
 sandmint
 sandmyrtle
 sandreed
 sandroot
 sandverbena
 sappan
 sapsuck-bush
 saskatoon
 satgrass
 satinpoppy
 sawfern
 sawleaf
 sawpetal
 sawtooth
 Scarboro-lily
 scarlet-bugler
 scarletbush
 scarletfunnel
 scarletplume
 scholar-tree
 scorpion-senna
 scouring-rush
 screwbean
 screwpine
 screwpod
 scurf-pea
 scurvygrass
 sea-buckthorn
 seagrape
 sea-holly
 seakale
 sea-lavender
 sea-onion
 seaplum
 sea-urchin
 seepweed
 seepwillow
 sego-lily
 selfheal
 Seneca-snakeroot
 senna-pea
 sensitive-pea
 sensitiveplant
 serpentroot
 servicetree
 sevenleaf
 sevenlobe
 sevenstars
 shadblow
 shadscale
 shallowcup
 sharpleaf
 sharplobe
 sharpscale
 shellflower
 shepherds-purse
 shineleaf
 shootingstar
 shortbeak
 shortcluster
 shorthair
 shortspine
 shrub-althea
 sicklethorn
 sidebells
 side-oats
 silkflower
 silk-oak

silktassel
 silktassel-bush
 silktree
 silkvine
 silkyleaf
 silverbell
 silverdust
 silveredge
 silverleaf
 silverline
 silvermargin
 silvernerve
 silverplume
 silverpurple
 silverstar
 silvervein
 singhara-nut
 singleleaf
 sixweeks
 skeletonflower
 skeletonleaf
 skeletonplant
 skeletonweed
 skunkcabbage
 skunkleaf
 skunkweed
 skyblue
 sky-drop
 skyflower
 sloughgrass
 Smalls (pentstemon, etc.)
 smokebush
 smoketree
 smoothbark
 smoothleaf
 smutgrass
 snailclover
 snailseed
 snakebeard
 snakegourd
 snowbell
 snowbrush
 snowcloud
 snowgarland
 snowhill
 snowplant
 snowpoppy
 snow-wreath
 soapbloom
 soaproot
 soaptree
 soapweed
 softleaf
 solanberry
 Solomonseal
 sourclover
 southernplume
 southistle
 soybean
 Spanish-bayonet
 Spanish-dagger
 Spanish-moss
 Spanish-needles
 spatterdock
 spearlily
 spectacle-pod
 spiderleaf
 spiderlily
 spider-orchid
 spiderweb
 spikegrass
 spikeheath
 spikesedge
 spindleroot
 spine-date
 spinemallow
 spongegourd
 spoonleaf
 sprangletop
 springbeauty
 sproutingleaf
 spurge-nettle
 spurge-olive
 spur-valerian
 squareleaf
 squarepod
 squaw-apple
 squawcarpet
 squirrelcorn
 squirreltail

squirting-cucumber
 St. Augustine (grass, etc.)
 St. Bernardlily
 St. Brunolily
 St. Jameslily
 St. Johns (coontie, etc.)
 St. Johnswort
 St. Thomas tree
 star-apple
 star-bur
 starflower
 starglory
 star-gooseberry
 stargrass
 starjasmine
 starleaf
 starlily
 star-thistle
 steershead
 stickleaf
 stickseed
 stiffleaf
 stiffstem
 stinglily
 stinkgrass
 stonecress
 stonemint
 storksbill
 straightstem
 strapfern
 strawberry-blite
 strawberry-tree
 strawberryweed
 strawflower
 sugar-apple
 sugarcane
 sugar-root
 summer-cypress
 summer-fir
 summer-hyacinth
 summersweet
 sumpweed
 sunn-hemp
 sunray
 sunrose
 supplejack
 Surinam-cherry
 swampcandle
 swamp-pink
 swamp-privet
 swan-orchid
 sweetbay
 sweetbells
 sweet-calabash
 sweetclover
 sweetfern
 sweetflag
 sweetgale
 sweetgrass
 sweetgum
 sweetpotato
 sweetshrub
 sweetspire
 sweet-sultan
 sweetvetch
 sweet-william
 switchgrass
 swordbean
 swordfern
 swordleaf
 Syrian-privet

T

tabletop (adj.)
 tailgrape
 tallowtree
 tonguehead
 tanoak
 tansybush
 tansymustard
 tarbush
 tarflower
 tarweed
 tasselflower
 tasseltree
 tealeaf
 tea-olive
 Teas (catalpa, etc.)

teaselgourd
 tea-tree
 telegraph-plant
 Tennessee-indigo
 tequila
 Texasplume
 thickspike
 thinleaf
 thintail
 threadleaf
 threadstalk
 three-awn
 threecoil
 threecolor
 threeflower
 threeleaf
 threelobe
 three-seed
 threespine
 threetip
 thymeleaf
 tickclover
 tigerflower
 tigertail
 timberline
 tipu-tree
 toadlily
 tobira
 tomatillo
 tonka-bean
 torchlily
 toringo
 towelgourd
 trailing-arbutus
 travelers-joy
 travelers-tree
 treacle-mustard
 treebine
 treefern
 treemallow
 treepoppy
 tree-spirea
 tree-tomato
 troutlily
 truedwarf (box)
 truetree (box)
 trumpetbush
 trumpetcreeper
 trumpetflower
 trumpetleaf
 tuftroot
 tuliptree
 tumblegrass
 tumblemustard
 tung-oil tree
 tunicflower
 turkymullein
 turkeysbeard
 turksap
 Turks-rug
 turnip-chervil
 twinbloom
 twinpod
 twinspur
 twist-arum
 twistedstalk
 twistflower
 twistleaf
 twocolor
 two-groove
 two-row
 two-wing

U

udo
 umbrellaleaf
 umbrella-pine
 umbrella-sedge
 umbrella-tree
 undergreen
 unicornplant

V

valley-mahogany
 Vanhoutte (elm, etc.)
 vanillaleaf
 vegetable-oyster
 velvetbean

velvetpod
 Venusbutton
 vetchleaf
 vi-apple
 vineleaf
 vinespinach
 violetbush
 virgins-bower

W

wakerobin
 walkingstick
 wallcress
 wandering-jew
 wandflower
 waterchestnut
 waterclover
 watercreeper
 water-elm
 waterfern
 waterhemlock
 waterhemp
 water-hyacinth
 waterlemon
 waterlettuce
 waterlily
 waterlocust
 waternut
 waterparsnip
 waterpepper
 waterplantain
 waterpoppy
 watershield
 watershrub
 water-snowflake
 watersoldier
 waterstar
 waterweed
 waterwillow
 wavyleaf
 waxgourd
 waxmallow
 waxmyrtle
 waxplant
 wayfaring-tree
 waxfern
 weakleaf
 weavers-broom
 weddingflower
 wedgeleaf
 wedgescale
 Welshpoppy
 wheatgrass
 whiplow
 whiskgrass
 whisperringbells
 whitebud
 whitecup
 white-edge
 white-eye
 white-ironwood
 whiteleaf
 whitemat
 white-sapote
 whitespike
 whitespot
 whitestem
 whistripe
 whitethorn
 whitetop
 whitlowgrass
 whortleleaf
 wigeongrass
 wild bergamot
 wildecery
 wildginger
 wildgoose
 wild-indigo
 wildrice
 wild-rye
 wildthyme (adj.)
 willowleaf
 wineleaf
 wingleaf
 wingnut
 winter-aconite
 wintercreeper
 wintercress
 winterfat

winterhazel
wintersweet
wirelettuce
wirestem
wirevine
wireweed
witchgrass
wolfbane
wolfberry
wolftail
woodbetony
woodfern
wood-gossip
woodnymph

woodrush
Woods (rose, etc.)
woodsorrel
woollybutt
woollyhead
woollypod
woolwitch
wormleaf
wrinkleleaf

Y

yamleaf
yangtao
yate-tree

yeddo-hawthorn
yellowband
yellowbeard
yellowbell
yellowberry
yellowcress
yellowedge
yelloweye
yellow-eyed-grass
yellowflag
yellowflax
yellowfruit
yellowleaf
yellownet

yellow-oleander
yellowspot
yellowstripe
yellowtip
yellowvein
yerba-buena
yerba-del-venado
yerba-santa
yewleaf
Youngs (cypress, etc.)

Z

zephyrlily

COUNTIES

Note the orthography of names of the following counties:

<p> Allegany in Maryland and New York Alleghany in North Carolina and Virginia Allegheny in Pennsylvania Andrew in Missouri Andrews in Texas Aransas in Texas Arkansas in Arkansas Barber in Kansas Barbour in Alabama and West Virginia Brevard in Florida Broward in Florida Brooke in West Virginia Brooks in Georgia and Texas Brown in all States Bulloch in Georgia Bullock in Alabama Burnet in Texas Burnett in Wisconsin Cheboygan in Michigan; Sheboygan in Wisconsin Clarke in Alabama, Georgia, Iowa, Mississippi, and Virginia; all others Clark Coffee in Alabama, Georgia, and Tennessee Coffey in Kansas Coal in Oklahoma Cole in Missouri Coles in Illinois Cook in Illinois and Minnesota Cooke in Texas Davidson in North Carolina and Tennessee Davison in South Dakota Davie in North Carolina Daviess in Indiana, Kentucky, and Missouri Davis in Iowa and Utah Dickenson in Virginia Dickinson in Iowa, Kansas, and Michigan Dixon in Tennessee Douglas in all States Forrest in Mississippi; Forest in others Glascock in Georgia Glascock in Texas Green in Kentucky and Wisconsin; all others Greene Harford in Maryland Hartford in Connecticut Huntington in Pennsylvania </p>	<p> Huntington in Indiana Johnston in North Carolina and Oklahoma; all others Johnson Kanabec in Minnesota Kennebec in Maine Kearney in Nebraska Kearny in Kansas Lawrence in all States Linn in Iowa, Kansas, Missouri, and Oregon Lynn in Texas Loudon in Tennessee Loudoun in Virginia Manatee in Florida Manistee in Michigan Merced in California; Mercer elsewhere Morton } both in Kansas Norton } Muscogee in Georgia Muskogee in Oklahoma Park in Colorado and Montana Parke in Indiana Pottawatomie in Kansas and Oklahoma Pottawattamie in Iowa Sanders in Montana Saunders in Nebraska Smyth in Virginia; all others Smith Stafford in Virginia Strafford in Vermont Stanley in South Dakota Stanly in North Carolina Stark in Illinois, North Dakota, and Ohio Starke in Indiana Stephens in Georgia, Oklahoma, and Texas Stevens in Kansas, Minnesota, and Washington Storey in Nevada Story in Iowa Terrell in Georgia and Texas Tyrrell in North Carolina Tooele in Utah Toole in Montana Vermilion in all States, except Indiana Woods in Oklahoma; all others Wood Wyandot in Ohio Wyandotte in Kansas </p>
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ALABAMA Autauga Baldwin Barbour Bibb Blount Bullock Butler Calhoun Chambers Cherokee Chilton Choctaw	Clarke Clay Cleburne Coffee Colbert Conecuh Coosa Covington Crenshaw Cullman Dale Dallas De Kalb Elmore	Escambia Etowah Fayette Franklin Geneva Greene Hale Henry Houston Jackson Jefferson Lamar Lauderdale Lawrence	Lee Limestone Lowndes Macon Madison Marengo Marion Marshall Mobile Monroe Montgomery Morgan Perry Pickens	Pike Randolph Russell St. Clair Shelby Sumter Talladega Tallapoosa Tuscaloosa Walker Washington Wilcox Winston
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ALASKA—Alaska is divided into four judicial districts. No counties.

ARIZONA Apache Cochise	Coconino Gila Graham	Greenlee Maricopa Mohave	Navajo Pima Pinal	Santa Cruz Yavapai Yuma
ARKANSAS Arkansas Ashley Baxter Benton Boone Bradley Calhoun	Carroll Chicot Clark Clay Cleburne Cleveland Columbia Conway Craighead	Crawford Crittenden Cross Dallas Desha Drew Faulkner Franklin Fulton	Garland Grant Greene Hempstead Hot Spring Howard Independence Izard Jackson	Jefferson Johnson Lafayette Lawrence Lee Lincoln Little River Logan Lonoke

ARKANSAS—Continued

Madison	Newton	Pope	Scott	Union
Marion	Ouachita	Prairie	Searcy	Van Buren
Miller	Perry	Pulaski	Sebastian	Washington
Mississippi	Phillips	Randolph	Sevier	White
Monroe	Pike	St. Francis	Sharp	Woodruff
Montgomery	Poinsett	Saline	Stone	Yell
Nevada	Polk			

CALIFORNIA

Alameda	Glenn	Mendocino	San Benito	Siskiyou
Alpine	Humboldt	Merced	San Bernardino	Solano
Amador	Imperial	Modoc	San Diego	Sonoma
Butte	Inyo	Mono	San Francisco	Stanislaus
Calaveras	Kern	Monterey	San Joaquin	Sutter
Colusa	Kings	Napa	San Luis Obispo	Tehama
Contra Costa	Lake	Nevada	San Mateo	Trinity
Del Norte	Lassen	Orange	Santa Barbara	Tulare
Eldorado	Los Angeles	Placer	Santa Clara	Tuolumne
Fresno	Madera	Plumas	Santa Cruz	Ventura
	Marin	Riverside	Shasta	Yolo
	Mariposa	Sacramento	Sierra	Yuba

COLORADO

Adams	Costilla	Grand	Logan	Pueblo
Alamosa	Crowley	Gunnison	Mesa	Rio Blanco
Arapahoe	Custer	Hinsdale	Mineral	Rio Grande
Archuleta	Delta	Huerfano	Moffat	Routt
Baca	Denver	Jackson	Montezuma	Saguache
Bent	Dolores	Jefferson	Montrose	San Juan
Boulder	Douglas	Kiowa	Morgan	San Miguel
Chaffee	Eagle	Kit Carson	Otero	Sedgwick
Cheyenne	Elbert	Lake	Ouray	Summit
Clear Creek	El Paso	La Plata	Park	Teller
Conejos	Fremont	Larimer	Phillips	Washington
	Garfield	Las Animas	Pitkin	Weld
	Gilpin	Lincoln	Prowers	Yuma

CONNECTICUT

Fairfield	Litchfield	New Haven	Tolland
Hartford	Middlesex	New London	Windham

DELAWARE

Kent	New Castle
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Sussex

DISTRICT OF COLUMBIA

FLORIDA

Alachua	Dade	Hernando	Manatee	St. Johns
Baker	De Soto	Highlands	Marion	St. Lucie
Bay	Dixie	Hillsborough	Martin	Santa Rosa
Bradford	Duval	Holmes	Monroe	Sarasota
Brevard	Escambia	Indian River	Nassau	Seminole
Broward	Flagler	Jackson	Okaloosa	Sumter
Calhoun	Franklin	Jefferson	Okeechobee	Suwannee
Charlotte	Gadsden	Lafayette	Orange	Taylor
Citrus	Gilchrist	Lake	Osceola	Union
Clay	Glades	Lee	Palm Beach	Volusia
Collier	Gulf	Leon	Pasco	Wakulla
Columbia	Hamilton	Levy	Pinellas	Walton
	Hardee	Liberty	Polk	Washington
	Hendry	Madison	Putnam	

GEORGIA

Appling	Clinch	Gordon	Macon	Stewart
Atkinson	Cobb	Grady	Madison	Sumter
Bacon	Coffee	Greene	Marion	Talbot
Baker	Colquitt	Gwinnett	Meriwether	Taliaferro
Baldwin	Columbia	Habersham	Miller	Tattnall
Banks	Cook	Hall	Mitchell	Taylor
Barrow	Coweta	Hancock	Monroe	Telfair
Bartow	Crawford	Haralson	Montgomery	Terrell
Ben Hill	Crisp	Harris	Morgan	Thomas
Berrien	Dade	Hart	Murray	Tift
Bibb	Dawson	Heard	Muscogee	Toombs
Bleckley	Decatur	Henry	Newton	Towns
Brantley	De Kalb	Houston	Oconee	Trentlen
Brooks	Dodge	Irwin	Oglethorpe	Troup
Bryan	Dooly	Jackson	Paulding	Turner
Bulloch	Dougherty	Jasper	Peach	Twiggs
Burke	Douglas	Jeff Davis	Pickens	Union
Butts	Early	Jefferson	Pierce	Upson
Calhoun	Echols	Jenkins	Pike	Walker
Camden	Effingham	Johnson	Polk	Walton
Candler	Elbert	Jones	Pulaski	Ware
Carroll	Emanuel	Lamar	Putnam	Warren
Catoosa	Evans	Lanier	Quitman	Washington
Charlton	Fannin	Laurens	Rabun	Wayne
Chatam	Fayette	Lee	Randolph	Webster
Chattahoochee	Floyd	Liberty	Richmond	Wheeler
Chattooga	Forsyth	Lincoln	Rockdale	White
Cherokee	Franklin	Long	Schley	Whitfield
Clarke	Fulton	Lowndes	Screven	Wilcox
Clay	Gilmer	Lumpkin	Seminole	Wilkes
Clayton	Glascokk	McDuffie	Spalding	Wilkinson
	Glynn	McIntosh	Stephens	Worth

HAWAIIHawaii
Honolulu

Kalawao

Kauai

Maui

IDAHOAda
Adams
Bannock
Bear Lake
Benewah
Bingham
Blaine
BoiseBonner
Bonneville
Boundary
Butte
Camas
Canyon
Caribou
Cassia
ClarkClearwater
Custer
Elmore
Franklin
Fremont
Gem
Gooding
Idaho
JeffersonJerome
Kootenai
Latah
Lemhi
Lewis
Lincoln
Madison
Minidoka
Nez PerceOneida
Owyhee
Payette
Power
Shoshone
Teton
Twin Falls
Valley
Washington**ILLINOIS**Adams
Alexander
Bond
Boone
Brown
Bureau
Calhoun
Carroll
Cass
Champaign
Christian
Clark
Clay
Clinton
Coles
Cook
Crawford
Cumberland
De KalbDe Witt
Douglas
Du Page
Edgar
Edwards
Effingham
Fayette
Ford
Franklin
Fulton
Gallatin
Greene
Grundy
Hamilton
Hancock
Hardin
Henderson
Henry
Iroquois
Jackson
JasperJefferson
Jersey
Jo Daviess
Johnson
Kane
Kankakee
Kendall
Knox
Lake
La Salle
Lawrence
Lee
Livingston
Logan
McDonough
McHenry
McLean
Macon
Macoupin
Madison
MarionMarshall
Mason
Massac
Menard
Mercer
Monroe
Montgomery
Morgan
Moultrie
Ogle
Peoria
Perry
Piatt
Pike
Pope
Pulaski
Putnam
Randolph
Richland
Rock Island
St. ClairSaline
Sangamon
Schuyler
Scott
Shelby
Stark
Stephenson
Tazewell
Union
Vermilion
Wabash
Warren
Washington
Wayne
White
Whiteside
Will
Williamson
Winnebago
Woodford**INDIANA**Adams
Allen
Bartholomew
Benton
Blackford
Boone
Brown
Carroll
Cass
Clark
Clay
Clinton
Crawford
Daviess
Dearborn
Decatur
De KalbDelaware
Dubois
Elkhart
Fayette
Floyd
Fountain
Franklin
Fulton
Gibson
Grant
Greene
Hamilton
Hancock
Harrison
Hendricks
Henry
Howard
Huntington
JacksonJasper
Jay
Jefferson
Jennings
Johnson
Knox
Kosciusko
Lagrange
Lake
La Porte
Lawrence
Madison
Marion
Marshall
Martin
Miami
Monroe
Montgomery
MorganNewton
Noble
Ohio
Orange
Owen
Parke
Perry
Pike
Porter
Posey
Pulaski
Putnam
Randolph
Ripley
Rush
St. Joseph
Scott
Shelby
SpencerStarke
Steuben
Sullivan
Switzerland
Tippecanoe
Tipton
Union
Vanderburgh
Vermillion
Vigo
Wabash
Warren
Warrick
Washington
Wayne
Wells
White
Whitley**IOWA**Adair
Adams
Allamakee
Appanoose
Audubon
Benton
Black Hawk
Boone
Bremer
Buchanan
Buena Vista
Butler
Calhoun
Carroll
Cass
Cedar
Cerro Gordo
Cherokee
ChickasawClarke
Clay
Clayton
Clinton
Crawford
Dallas
Davis
Decatur
Delaware
Des Moines
Dickinson
Dubuque
Emmet
Fayette
Floyd
Franklin
Fremont
Greene
Grundy
GuthrieHamilton
Hancock
Hardin
Harrison
Henry
Howard
Humboldt
Ida
Iowa
Jackson
Jasper
Jefferson
Johnson
Jones
Keokuk
Kossuth
Lee
Linn
Louisa
LucasLyon
Madison
Mahaska
Marion
Marshall
Mills
Mitchell
Monona
Monroe
Montgomery
Muscatine
O'Brien
Osceola
Page
Palo Alto
Plymouth
Pocahontas
Polk
Pottawattamie
PoweshiekRinggold
Sac
Scott
Shelby
Sioux
Story
Tama
Taylor
Union
Van Buren
Wapello
Warren
Washington
Wayne
Webster
Winnebago
Winneshie
Woodbury
Worth
Wright**KANSAS**Allen
Anderson
Atchison
Barber
Barton
Bourbon
Brown
Butler
Chase
Chautauqua
CherokeeCheyenne
Clark
Clay
Cloud
Coffey
Comanche
Cowley
Crawford
Decatur
Dickinson
Doniphan
Douglas
EdwardsElk
Ellis
Ellsworth
Finney
Ford
Franklin
Geary
Gove
Graham
Grant
Gray
Greeley
GreenwoodHamilton
Harper
Harvey
Haskell
Hodgeman
Jackson
Jefferson
Jewell
Johnson
Kearny
Kingman
Kiowa
LabetteLane
Leavenworth
Lincoln
Linn
Logan
Lyon
McPherson
Marion
Marshall
Meade
Miami
Mitchell
Montgomery

KANSAS—Continued

Morris	Pawnee	Rooks	Sheridan	Trego
Morton	Phillips	Rush	Sherman	Wabaunsee
Nemaha	Pottawatomie	Russell	Smith	Wallace
Neosho	Pratt	Saline	Stafford	Washington
Ness	Rawlins	Scott	Stanton	Wichita
Norton	Reno	Sedgwick	Stevens	Wilson
Osage	Republic	Seward	Sumner	Woodson
Osborne	Rice	Shawnee	Thomas	Wyandotte
Ottawa	Riley			

KENTUCKY

Adair	Christian	Harrison	McCracken	Perry
Allen	Clark	Hart	McCreary	Pike
Anderson	Clay	Henderson	McLean	Powell
Ballard	Clinton	Henry	Madison	Pulaski
Barren	Crittenden	Hickman	Magoffin	Robertson
Bath	Cumberland	Hopkins	Marion	Rockcastle
Bell	Daviess	Jackson	Marshall	Rowan
Boone	Edmonson	Jefferson	Martin	Russell
Bourbon	Elliott	Jessamine	Mason	Scott
Boyd	Estill	Johnson	Meade	Shelby
Boyle	Fayette	Kenon	Meifee	Simpson
Bracken	Fleming	Knott	Mercer	Spencer
Breathitt	Floyd	Knox	Metcalfe	Taylor
Breckinridge	Franklin	Larue	Monroe	Todd
Bullitt	Fulton	Laurel	Montgomery	Trigg
Butler	Gallatin	Lawrence	Morgan	Trimble
Caldwell	Garrard	Lee	Muhlenberg	Union
Calloway	Grant	Leslie	Nelson	Warren
Campbell	Graves	Letcher	Nicholas	Washington
Carlisle	Grayson	Lewis	Ohio	Wayne
Carroll	Green	Lincoln	Oldham	Webster
Carter	Greenup	Livingston	Owen	Whitley
Casey	Hancock	Logan	Owsley	Wolfe
	Hardin	Lyon	Pendleton	Woodford
	Harlan			

**LOUISIANA
(Parishes)**

Acadia	Cameron	Jefferson	Pointe Coupee	St. Tammany
Allen	Catahoula	Jefferson Davis	Rapides	Tangipahoa
Ascension	Clabourne	Lafayette	Red River	Tensas
Assumption	Concordia	Lafourche	Richland	Terrebonne
Avoyelles	De Soto	La Salle	Sabine	Union
Beauregard	East Baton Rouge	Lincoln	St. Bernard	Vermilion
Bienville	East Carroll	Livingston	St. Charles	Vernon
Bossier	East Feliciana	Madison	St. Helena	Washington
Caddo	Evangeline	Morehouse	St. James	Webster
Calcasieu	Franklin	Natchitoches	St. John the Baptist	West Baton Rouge
Caldwell	Grant	Orleans	St. Landry	West Carroll
	Iberia	Ouachita	St. Martin	West Feliciana
	Iberville	Plaquemines	St. Mary	Winn
	Jackson			

MAINE

Androscoggin	Cumberland	Knox	Piscataquis	Waldo
Aroostook	Franklin	Lincoln	Sagadahoc	Washington
	Hancock	Oxford	Somerset	York
	Kennebec	Penobscot		

MARYLAND

Allegany	Calvert	Dorchester	Kent	Somerset
Anne Arundel	Caroline	Frederick	Montgomery	Talbot
Baltimore	Carroll	Garrett	Prince Georges	Washington
Baltimore City	Cecil	Harford	Queen Annes	Wicomico
	Charles	Howard	St. Marys	Worcester

MASSACHUSETTS

Barnstable	Berkshire	Franklin	Middlesex	Plymouth
	Bristol	Hampden	Nantucket	Suffolk
	Dukes	Hampshire	Norfolk	Worcester
	Essex			

MICHIGAN

Alcona	Cheboygan	Ingham	Macomb	Osceola
Alger	Chippewa	Ionia	Manistee	Oscoda
Allegan	Clare	Iosco	Marquette	Otsego
Alpena	Clinton	Iron	Mason	Ottawa
Antrim	Crawford	Isabella	Meosta	Presque Isle
Arenac	Delta	Jackson	Menominee	Roscommon
Baraga	Dickinson	Kalamazoo	Midland	Saginaw
Barry	Eaton	Kalkaska	Missaukee	St. Clair
Benzie	Emmet	Kent	Monroe	St. Joseph
Berrien	Genesee	Keweenaw	Montcalm	Sanilac
Branch	Gladwin	Lake	Montmorency	Schoolcraft
Calhoun	Gogebic	Lapeer	Muskegon	Shiawassee
Cass	Grand Traverse	Leelanau	Newaygo	Tuscola
Charlevoix	Gratiot	Lenawee	Oakland	Van Buren
	Hillsdale	Livingston	Oceana	Washtenaw
	Houghton	Luce	Ogemaw	Wayne
	Huron	Mackinac	Ontonagon	Wexford

MINNESOTA

Aitkin
Anoka
Becker
Beltrami
Benton
Big Stone
Blue Earth
Brown
Carlton
Carver
Cass
Chippewa
Chisago
Clay
Clearwater
Cook

Cottonwood
Crow Wing
Dakota
Dodge
Douglas
Faribault
Fillmore
Freeborn
Goodhue
Grant
Hennepin
Houston
Hubbard
Isanti
Itasca
Jackson
Kanabec
Kandiyohi

Kittson
Koochiching
Lac qui Parle
Lake
Lake of the Woods
Le Sueur
Lincoln
Lyon
McLeod
Mahnommen
Marshall
Martin
Meeker
Mille Lacs
Morrison
Mower
Murray
Nicollet

Nobles
Norman
Olmsted
Otter Tail
Pennington
Pine
Pipestone
Polk
Pope
Ramsey
Red Lake
Redwood
Renville
Rice
Rock
Roseau
St. Louis
Scott

Sherburne
Sibley
Stearns
Steele
Stevens
Swift
Todd
Traverse
Wabasha
Wadena
Waseca
Washington
Watsonwan
Wilkin
Winona
Wright
Yellow Medicine

MISSISSIPPI

Adams
Alcorn
Amite
Attala
Benton
Bolivar
Calhoun
Carroll
Chickasaw
Choctaw
Claiborne
Clarke
Clay
Coahoma
Copiah

Covington
De Soto
Forrest
Franklin
George
Greene
Grenada
Hancock
Harrison
Hinds
Holmes
Humphreys
Issaquena
Itawamba
Jackson
Jasper
Jefferson

Jefferson Davis
Jones
Kemper
Lafayette
Lamar
Lauderdale
Lawrence
Leake
Lee
Leflore
Lincoln
Lowndes
Madison
Marion
Marshall
Monroe
Montgomery

Neshoba
Newton
Noxubee
Oktober
Panola
Pearl River
Perry
Pike
Pontotoc
Prentiss
Quitman
Rankin
Scott
Sharkey
Simpson
Smith
Stone

Sunflower
Tallahatchie
Tate
Tippah
Tishomingo
Tunica
Union
Walthall
Warren
Washington
Wayne
Webster
Wilkinson
Winston
Yalobusha
Yazoo

MISSOURI

Adair
Andrew
Atchison
Audrain
Barry
Barton
Bates
Benton
Bollinger
Boone
Buchanan
Butler
Caldwell
Callaway
Camden
Cape Girardeau
Carroll
Carter
Cass
Cedar
Chariton
Christian

Clark
Clay
Clinton
Cole
Cooper
Crawford
Dade
Dallas
Davies
De Kalb
Dent
Douglas
Dunklin
Franklin
Gasconade
Gentry
Greene
Grundy
Harrison
Henry
Hickory
Holt
Howard
Howell

Iron
Jackson
Jasper
Jefferson
Johnson
Knox
Laclede
Lafayette
Lawrence
Lewis
Lincoln
Linn
Livingston
McDonald
Macon
Madison
Maries
Marion
Mercer
Miller
Mississippi
Moniteau
Monroe

Montgomery
Morgan
New Madrid
Newton
Nodaway
Oregon
Osage
Ozark
Pemiscot
Perry
Pettis
Phelps
Pike
Platte
Polk
Pulaski
Putnam
Ralls
Randolph
Ray
Reynolds
Ripley
St. Charles

St. Clair
Ste. Genevieve
St. Francois
St. Louis
St. Louis City
Saline
Schuyler
Scotland
Scott
Shannon
Shelby
Stoddard
Stone
Sullivan
Taney
Texas
Vernon
Warren
Washington
Wayne
Webster
Worth
Wright

MONTANA

Beaverhead
Big Horn
Blaine
Broadwater
Carbon
Carter
Cascade
Chouteau
Custer
Daniels

Dawson
Deer Lodge
Fallon
Fergus
Flathead
Gallatin
Garfield
Glacier
Golden Valley
Granite
Hill
Jefferson

Judith Basin
Lake
Lewis and Clark
Liberty
Lincoln
McCone
Madison
Meagher
Mineral
Missoula
Musselshell
Park

Petroleum
Phillips
Pondera
Powder River
Powell
Prairie
Ravalli
Richland
Roosevelt
Rosebud
Sanders

Sheridan
Silver Bow
Stillwater
Sweet Grass
Teton
Toole
Treasure
Valley
Wheatland
Wibaux
Yellowstone

NEBRASKA

Adams
Antelope
Arthur
Barnes
Blaine
Boone
Box Butte
Boyd
Brown
Buffalo
Burt
Butler
Cass

Cedar
Chase
Cheyenne
Cheyenne
Clay
Colfax
Cuming
Custer
Dakota
Dawes
Dawson
Deuel
Dixon
Dodge
Douglas

Dundy
Fillmore
Franklin
Frontier
Furnas
Gage
Garden
Garfield
Gosper
Grant
Greeley
Hall
Hamilton
Harlan
Hayes

Hitchcock
Holt
Hooker
Howard
Jefferson
Johnson
Kearney
Keith
Keyapaha
Kimball
Knox
Lancaster
Lincoln
Logan
Loup

McPherson
Madison
Merrick
Morrill
Nance
Nemaha
Nuckolls
Otoe
Pawnee
Perkins
Phelps
Pierce
Platte
Polk
Redwillow

NEBRASKA—Continued

Richardson	Saunders	Sherman	Thomas	Wayne
Rock	Scotts Bluff	Sioux	Thurston	Webster
Saline	Seward	Stanton	Valley	Wheeler
Sarpy	Sheridan	Thayer	Washington	York
NEVADA	Douglas	Humboldt	Mineral	Storey
Churchill	Elko	Lander	Nye	Washoe
Clark	Esmeralda	Lincoln	Ormsby	White Pine
	Eureka	Lyon	Pershing	
NEW HAMPSHIRE	Belknap	Coos	Merrimack	Strafford
	Carroll	Grafton	Rockingham	Sullivan
	Cheshire	Hillsboro		
NEW JERSEY	Camden	Hudson	Morris	Somerset
Atlantic	Cape May	Hunterdon	Ocean	Sussex
Bergen	Cumberland	Mercer	Passaic	Union
Burlington	Essex	Middlesex	Salem	Warren
	Gloucester	Monmouth		
NEW MEXICO	De Baca	Lea	Rio Arriba	Sierra
Bernalillo	Dona Ana	Lincoln	Roosevelt	Socorro
Catron	Eddy	Luna	Sandoval	Taos
Chaves	Grant	McKinley	San Juan	Torrance
Colfax	Guadalupe	Mora	San Miguel	Union
Curry	Harding	Otero	Santa Fe	Valencia
	Hidalgo	Quay		
NEW YORK	Cortland	Lewis	Oswego	Steuben
Albany	Delaware	Livingston	Otsego	Suffolk
Allegany	Dutchess	Madison	Putnam	Sullivan
Bronx	Erie	Monroe	Queens	Tioga
Broome	Essex	Montgomery	Rensselaer	Tompkins
Cattaraugus	Franklin	Nassau	Richmond	Ulster
Cayuga	Fulton	New York	Rockland	Warren
Chautauqua	Genesee	Niagara	St. Lawrence	Washington
Chemung	Greene	Oneida	Saratoga	Wayne
Chenango	Hamilton	Onondaga	Schenectady	Westchester
Clinton	Herkimer	Ontario	Schoharie	Wyoming
Columbia	Jefferson	Orange	Schuyler	Yates
	Kings	Orleans	Seneca	
NORTH CAROLINA	Chatham	Greene	Mitchell	Rutherford
Alamance	Cherokee	Guilford	Montgomery	Sampson
Alexander	Chowan	Halifax	Moore	Scotland
Alleghany	Clay	Harnett	Nash	Stanly
Anson	Cleveland	Haywood	New Hanover	Stokes
Ashe	Columbus	Henderson	Northampton	Surry
Avery	Craven	Hertford	Onslow	Swain
Beaufort	Cumberland	Hoke	Orange	Transylvania
Bertie	Currituck	Hyde	Familco	Tyrrell
Bladen	Dare	Iredell	Fasquotank	Union
Brunswick	Davidson	Jackson	Fender	Vance
Buncombe	Davie	Johnston	Perquimans	Wake
Burke	Duplin	Jones	Person	Warren
Cabarrus	Durham	Lee	Pitt	Washington
Caldwell	Edgecombe	Lenoir	Polk	Watauga
Camden	Forsyth	Lincoln	Randolph	Wayne
Carteret	Franklin	McDowell	Richmond	Wilkes
Caswell	Gaston	Macon	Robeson	Wilson
Catawba	Gates	Madison	Rockingham	Yadkin
	Graham	Martin	Rowan	Yancey
	Granville	Mecklenburg		
NORTH DAKOTA	Cavalier	Hettinger	Nelson	Sioux
Adams	Dickey	Kidder	Oliver	Slope
Barnes	Divide	La Moure	Pembina	Stark
Benson	Dunn	Logan	Pierce	Steele
Billings	Eddy	McHenry	Ramsey	Stutsman
Bottineau	Emmons	McIntosh	Ransom	Towner
Bowman	Foster	McKenzie	Renville	Trail
Burke	Golden Valley	McLean	Richland	Walsh
Burleigh	Grand Forks	Mercer	Rolette	Ward
Cass	Grant	Morton	Sargent	Wells
	Griggs	Mountrail	Sheridan	Williams
OHIO	Carroll	Delaware	Hancock	Lake
Adams	Champaign	Erie	Hardin	Lawrence
Allen	Clark	Fairfield	Harrison	Licking
Ashland	Clermont	Fayette	Henry	Logan
Ashtabula	Clinton	Franklin	Highland	Lorain
Athens	Columbiana	Fulton	Hocking	Lucas
Auglaize	Coshocton	Gallia	Holmes	Madison
Belmont	Crawford	Geauga	Huron	Mahoning
Brown	Cuyahoga	Greene	Jackson	Marion
Butler	Darke	Guernsey	Jefferson	Medina
	Defiance	Hamilton	Knox	Meigs

OHIO—Continued

Mercer	Noble	Preble	Shelby	Vinton
Miami	Ottawa	Putnam	Stark	Warren
Monroe	Paulding	Richland	Summit	Washington
Montgomery	Perry	Ross	Trumbull	Wayne
Morgan	Pickaway	Sandusky	Tuscarawas	Williams
Morrow	Pike	Scioto	Union	Wood
Muskingum	Portage	Seneca	Van Wert	Wyandot
OKLAHOMA	Coal	Haskell	Major	Pottawatomie
Adair	Comanche	Hughes	Marshall	Pushmataha
Alfalfa	Cotton	Jackson	Mayes	Roger Mills
Atoka	Craig	Jefferson	Murray	Rogers
Beaver	Creek	Johnston	Muskogee	Seminole
Beckham	Custer	Kay	Noble	Sequoyah
Blaine	Delaware	Kingfisher	Nowata	Stephens
Bryan	Dewey	Kiowa	Oktuskee	Texas
Caddo	Ellis	Latimer	Oklahoma	Tillman
Canadian	Garfield	Le Flore	Oklmulgee	Tulsa
Carter	Garvin	Lincoln	Osage	Wagoner
Cherokee	Grady	Logan	Ottawa	Washington
Choctaw	Grant	Love	Pawnee	Washita
Cimarron	Greer	McClain	Payne	Woods
Cleveland	Harmon	McCurtain	Pittsburg	Woodward
	Harper	McIntosh	Pontotoc	
OREGON	Crook	Jackson	Malheur	Umatilla
Baker	Curry	Jefferson	Marion	Union
Benton	Deschutes	Josephine	Morrow	Wallowa
Clackamas	Douglas	Klamath	Multnomah	Wasco
Clatsop	Gilliam	Lake	Polk	Washington
Columbia	Grant	Lane	Sherman	Wheeler
Coos	Harney	Lincoln	Tillamook	Yamhill
	Hood River	Linn		
PENNSYLVANIA	Carbon	Forest	Lycoming	Snyder
Adams	Centre	Franklin	McKean	Somerset
Allegheny	Chester	Fulton	Mercer	Sullivan
Armstrong	Clarion	Greene	Mifflin	Susquehanna
Beaver	Clearfield	Huntingdon	Monroe	Tioga
Bedford	Clinton	Indiana	Montgomery	Union
Berks	Columbia	Jefferson	Montour	Venango
Blair	Crawford	Juniata	Northampton	Warren
Bradford	Cumberland	Lackawanna	Northumberland	Washington
Bucks	Dauphin	Lancaster	Perry	Wayne
Butler	Delaware	Lawrence	Philadelphia	Westmoreland
Cambria	Elk	Lebanon	Pike	Wyoming
Cameron	Erie	Lehigh	Potter	York
	Fayette	Luzerne	Schuylkill	
PHILIPPINE ISLANDS (Provinces)	Batanes	Davao	Misamis	Pangasinan
Abra	Batangas	Ilocos Norte	Moro	Rizal
Agusan	Bohol	Ilocos Sur	Mountain	Samar
Albay	Bukidnon	Iloilo	Nueva Ecija	Sorsogon
Ambos Camarines	Bulacan	Isabela	Nueva Vizcaya	Surigao
Antique	Cagayan	Laguna	Occidental Negros	Tarlac
Bataan	Capiz	Lanao	Oriental Negros	Tayabas
	Cavite	La Union	Palawan	Zambales
	Cebu	Leyte	Pampanga	Zamboanga
	Cotabato	Mindoro		
PUERTO RICO (Districts)	Aguadilla	Guayama	Mayaguez	San Juan
	Arecibo	Humacao	Ponce	
RHODE ISLAND	Bristol	Newport	Providence	Washington
	Kent			
SAMOA	Tutuila Island			
SOUTH CAROLINA	Berkeley	Dorchester	Kershaw	Orangeburg
Abbeville	Calhoun	Edgefield	Lancaster	Pickens
Aiken	Charleston	Fairfield	Laurens	Richland
Allendale	Cherokee	Florence	Lee	Saluda
Anderson	Chester	Georgetown	Lexington	Spartanburg
Bamberg	Chesterfield	Greenville	McCormick	Sumter
Barnwell	Clarendon	Greenwood	Marion	Union
Beaufort	Colleton	Hampton	Marlboro	Williamsburg
	Darlington	Horry	Newberry	York
	Dillon	Jasper	Oconee	
SOUTH DAKOTA	Brown	Corson	Faulk	Hutchinson
Armstrong	Brule	Custer	Grant	Hyde
Aurora	Buffalo	Davison	Gregory	Jackson
Beadle	Butte	Day	Haakon	Jerauld
Bennett	Campbell	Deuel	Hamlin	Jones
Bon Homme	Charles Mix	Dewey	Hand	Kingsbury
Brookings	Clark	Douglas	Hanson	Lake
	Clay	Edmunds	Harding	Lawrence
	Codington	Fall River	Hughes	Lincoln

SOUTH DAKOTA--Continued

Lyman
McCook
McPherson
Marshall
Meade
Mellette

Miner
Minnehaha
Moody
Pennington
Perkins
Potter

Roberts
Sanborn
Shannon
Spink
Stanley

Sully
Todd
Tripp
Turner
Union

Walworth
Washabauha
Washington
Yankton
Ziebach

TENNESSEE

Anderson
Bedford
Benton
Bledsoe
Blount
Bradley
Campbell
Cannon
Carroll
Carter
Cheatham
Chester
Claiborne
Clay
Cocke
Coffee
Crockett
Cumberland

Davidson
Decatur
De Kalb
Dickson
Dyer
Fayette
Fentress
Franklin
Gibson
Giles
Grainger
Greene
Grundy
Hamblen
Hamilton
Hancock
Hardeman
Hardin
Hawkins
Haywood

Henderson
Henry
Hickman
Houston
Humphreys
Jackson
Jefferson
Johnson
Knox
Lake
Lauderdale
Lawrence
Lewis
Lincoln
Loudon
McMinn
McNairy
Macon
Madison

Marion
Marshall
Maury
Meigs
Monroe
Montgomery
Moore
Morgan
Obion
Overton
Perry
Pickett
Polk
Putnam
Rhea
Roane
Robertson
Rutherford
Scott

Sequatchie
Sevier
Shelby
Smith
Stewart
Sullivan
Sumner
Tipton
Trousdale
Unicoi
Union
Van Buren
Warren
Washington
Wayne
Weakley
White
Williamson
Wilson

TEXAS

Anderson
Andrews
Angelina
Aransas
Archer
Armstrong
Atascosa
Austin
Bailey
Bandera
Bastrop
Baylor
Bee
Bell
Bexar
Blanco
Borden
Bosque
Bowie
Brazoria
Brazos
Brewster
Briscoe
Brooks
Brown
Burleson
Burnet
Caldwell
Calhoun
Callahan
Cameron
Camp
Carson
Cass
Castro
Chambers
Cherokee
Childress
Clay
Cochran
Coke
Coleman
Collin
Collingsworth
Colorado
Comal
Comanche
Concho
Cooke
Coryell

Cottle
Crane
Crockett
Crosby
Culberson
Dallam
Dallas
Dawson
Deaf Smith
Delta
Denton
De Witt
Dickens
Dimmit
Donley
Duval
Eastland
Ector
Edwards
Ellis
El Paso
Erath
Falls
Fannin
Fayette
Fisher
Floyd
Foard
Fort Bend
Franklin
Freestone
Frio
Gaines
Galveston
Garza
Gillespie
Glasscock
Goliad
Gonzales
Gray
Grayson
Gregg
Grimes
Guadalupe
Hale
Hall
Hamilton
Hansford
Hardeman
Hardin
Harris

Harrison
Hartley
Haskell
Hays
Hemphill
Henderson
Hidalgo
Hill
Hockley
Hood
Hopkins
Houston
Howard
Hudspeth
Hunt
Hutchinson
Irion
Jack
Jackson
Jasper
Jeff Davis
Jefferson
Jim Hogg
Jim Wells
Johnson
Jones
Karnes
Kaufman
Kendall
Kenedy
Kent
Kerr
Kimble
King
Kinney
Kleberg
Knox
Lamar
Lamb
Lampasas
La Salle
Lavaca
Lee
Leon
Liberty
Limestone
Lipscomb
Live Oak
Llano
Loving
Lubbock

Lynn
McCulloch
McLennan
McMullen
Madison
Marion
Martin
Mason
Matagorda
Mayerick
Medina
Menard
Midland
Milam
Mills
Mitchell
Montague
Montgomery
Moore
Morris
Motley
Nacogdoches
Navarro
Newton
Nolan
Nueces
Ochiltree
Oldham
Orange
Palo Pinto
Panola
Parker
Parmer
Pecos
Polk
Potter
Presidio
Rains
Randall
Reagan
Real
Red River
Reeves
Refugio
Roberts
Robertson
Rockwall
Runnels
Rusk
Sabine
San Augustine

San Jacinto
San Patricio
San Saba
Schleicher
Scurry
Shackelford
Shelby
Sherman
Smith
Somervell
Starr
Stephens
Sterling
Stonewall
Sutton
Swisher
Tarrant
Taylor
Terrell
Terry
Throckmorton
Titus
Tom Green
Travis
Trinity
Tyler
Upshur
Upton
Uvalde
Val Verde
Van Zandt
Victoria
Walker
Waller
Ward
Washington
Webb
Wharton
Wheeler
Wichita
Wilbarger
Willacy
Williamson
Wilson
Winkler
Wise
Wood
Yoakum
Young
Zapata
Zavala

UTAH

Beaver
Box Elder
Cache
Carbon
Daggett

Davis
Duchesne
Emery
Garfield
Grand
Iron

Juab
Kane
Millard
Morgan
Piute
Rich

Salt Lake
San Juan
Sanpete
Sevier
Summit
Tooele

Uintah
Utah
Wasatch
Washington
Wayne
Weber

VERMONT

Addison
Bennington

VIRGINIA

Accomac
Albemarle
Alleghany
Amelia
Amherst
Appomattox
Arlington
Augusta
Bath
Bedford
Bland
Botetourt
Brunswick
Buchanan
Buckingham
Campbell
Caroline
Carroll
Charles City

VIRGIN ISLANDS**WASHINGTON**

Adams
Asotin
Benton
Chelan
Clallam
Clark
Columbia

WEST VIRGINIA

Barbour
Berkeley
Boone
Braxton
Brooke
Cabell
Calhoun
Clay
Doddridge
Fayette

WISCONSIN

Adams
Ashland
Barron
Bayfield
Brown
Buffalo
Burnett
Calumet
Chippewa
Clark
Columbia
Crawford
Dane

WYOMING

Albany
Big Horn
Campbell
Carbon

Caledonia
Chittenden
Essex

Charlotte
Chesterfield
Clarke
Craig
Culpeper
Cumberland
Dickenson
Dinwiddie
Elizabeth City
Essex
Fairfax
Fauquier
Floyd
Fluvanna
Franklin
Frederick
Giles
Gloucester
Goochland
Grayson
Greene

St. Croix

Cowlitz
Douglas
Ferry
Franklin
Garfield
Grant
Grays Harbor
Island
Jefferson

Gilmer
Grant
Greenbrier
Hampshire
Hancock
Hardy
Harrison
Jackson
Jefferson
Kanawha
Lewis
Lincoln

Dodge
Door
Douglas
Dunn
Eau Claire
Florence
Fond du Lac
Forest
Grant
Green
Green Lake
Iowa
Iron
Jackson
Jefferson

Converse
Crook
Fremont
Goshen
Hot Springs
Johnson

Franklin
Grand Isle
Lamoille

Greensville
Halifax
Hanover
Henrico
Henry
Highland
Isle of Wight
James City
King and Queen
Essex
King George
King William
Lancaster
Lee
Loudoun
Louisa
Lunenburg
Madison
Mathews
Mecklenburg
Middlesex

St. John

King
Kitsap
Kittitas
Klickitat
Lewis
Lincoln
Mason
Okanogan

Logan
McDowell
Marion
Marshall
Mason
Mercer
Mineral
Mingo
Monongalia
Monroe
Morgan

Juneau
Kenosha
Kewaunee
La Crosse
Lafayette
Langlade
Lincoln
Manitowoc
Marathon
Marquette
Milwaukee
Monroe
Oconto
Oneida

Laramie
Lincoln
Natrona
Niobrara
Park

Orange
Orleans
Rutland

Montgomery
Nansemond
Nelson
New Kent
Norfolk
Northampton
Northumberland
Nottoway
Orange
Page
Patrick
Pittsylvania
Powhatan
Prince Edward
Prince George
Prince William
Princess Anne
Pulaski
Rappahannock
Richmond

St. Thomas

Pacific
Pend Oreille
Pierce
San Juan
Skagit
Skamania
Snohomish
Spokane

Nicholas
Ohio
Pendleton
Pleasants
Pocahontas
Preston
Putnam
Raleigh
Randolph
Ritchie
Roane

Outagamie
Ozaukee
Papin
Pierce
Polk
Portage
Price
Racine
Richland
Rock
Rusk
St. Croix
Sauk
Sawyer

Platte
Sheridan
Sublette
Sweetwater
Teton

Washington
Windham
Windsor

Roanoke
Rockbridge
Rockingham
Russell
Scott
Shenandoah
Smyth
Southampton
Spotsylvania
Stafford
Surrey
Sussex
Tazewell
Warren
Warwick
Washington
Westmoreland
Wise
Wythe
York

Stevens
Thurston
Wahkiakum
Walla Walla
Whatcom
Whitman
Yakima

Summers
Taylor
Tucker
Tyler
Upshur
Wayne
Webster
Wetzel
Wirt
Wood
Wyoming

Shawano
Sheboygan
Taylor
Trempealeau
Vernon
Vilas
Walworth
Washburn
Washington
Waukesha
Waupaca
Waushara
Winnebago
Wood

Uinta
Washakie
Weston
Yellowstone
National Park

GENERAL INFORMATION

GEOLOGIC TERMS

For the capitalization, compounding, and use of quotations in geologic terms, copy is to be followed. The following list gives many of the terms in common use. It should be noted that "Coal Measures" is used for a subdivision of the Carboniferous system; "Calcareous" and "Magnesian" for lithologic subdivisions of the Cambrian and Ordovician, respectively; and "Red Beds" for Permian-Triassic rocks of the West; and that these terms, if used in a common-noun sense, are not capitalized or quoted. The term *redbeds* (lower-case, one word) is used in a technical, nonliteral sense to designate certain formations of mixed lithologic character that are predominantly red. The adjectives *upper*, *middle*, and *lower* are capitalized only as indicated in the list, unless the term is quoted (lower Carboniferous; "Lower Carboniferous"). Such common nouns as *formation*, *member*, *group*, *anticline*, *syncline*, *dome*, *uplift*, and *terrace* are not capitalized even if preceded by a name: Mesaverde formation, Devol anticline, Ozark uplift, etc. A dagger preceding a name (†Lafayette gravel) indicates that the name is obsolete or abandoned.

Acadian	Devonian:	lignitic	Pennsylvanian
Algonkian	Lower	"Magnesian"	Permian
Archean	Middle	Mesozoic	"Permo-Carbon-
"Calcareous"	Upper	Miocene:	iferous"
Cambrian:	Eocene:	lower	Pleistocene
Lower	lower	middle	Pliocene:
Middle	middle	upper	post-Pliocene
pre-Cambrian	upper	Mississippian	pre-Pliocene
Upper	Georgian	Mohawkian	Proterozoic
Carboniferous:	glacial:	Neocene	Quaternary
lower	interglacial	Oligocene:	Recent
upper	postglacial	lower	"Red Beds"
Cenozoic	preglacial	middle	Saratogan
Cincinnatian	Jurassic:	upper	Silurian
"Coal Measures"	Lower	Ordovician:	Tertiary
"Corniferous"	Middle	Lower	Triassic:
Cretaceous:	Upper	Middle	Lower
Lower	"Juratrias"	Upper	Middle
Upper	"Lignitic"	Paleozoic	Upper

PHYSIOGRAPHIC TERMS

The following list of physical divisions of the United States has been approved by the Association of American Geographers and should be used as a guide to capitalization. The general terms *province* and *section*, being used in the common-noun sense, are not capitalized; the other terms are proper names and are therefore capitalized.

PHYSICAL DIVISIONS OF THE UNITED STATES

Major division	Province	Section
Laurentian Upland.....	Superior Upland.....	
Atlantic Plain.....	Continental Shelf.....	
	Coastal Plain.....	Embayed section. Sea Island section. Floridian section. East Gulf Coastal Plain. Mississippi Alluvial Plain. West Gulf Coastal Plain.
Appalachian Highlands.....	Piedmont province.....	Piedmont Upland. Piedmont Lowlands.
	Blue Ridge province.....	Northern section. Southern section.
	Valley and Ridge province.....	Tennessee section. Middle section.
	St. Lawrence Valley.....	Hudson Valley. Champlain section. Northern section.

PHYSICAL DIVISIONS OF THE UNITED STATES—Continued

Major division	Province	Section
Appalachian Highlands-----	Appalachian Plateaus-----	Mohawk section. Catskill section. Southern New York section. Allegheny Mountain section. Kanawha section. Cumberland Plateau. Cumberland Mountain section.
	New England province-----	Seaboard Lowland. New England Upland. White Mountain section. Green Mountain section. Taconic section.
	Adirondack province-----	
Interior Plains-----	Interior Low Plateaus-----	Highland Rim. Lexington Plain. Nashville Basin.
	Central Lowland-----	Eastern lake section. Western lake section. Wisconsin Driftless section. Till Plains. Dissected Till Plains. Osage Plains.
	Great Plains-----	Missouri Plateau. Black Hills. High Plains. Plains Border. Colorado Piedmont. Raton section. Pecos Valley. Edwards Plateau. Central Texas section. Springfield-Salem plateaus. Boston "Mountains." Arkansas Valley. Ouachita Mountains.
Interior Highlands-----	Ozark Plateaus-----	
	Ouachita province-----	
Rocky Mountain System-----	Southern Rocky Mountains-----	
	Wyoming Basin-----	
	Middle Rocky Mountains-----	
	Northern Rocky Mountains-----	
Intermontane Plateaus-----	Columbia Plateaus-----	Walla Walla Plateau. Blue Mountain section. Payette section. Snake River Plain. Harney section. High Plateaus of Utah. Uinta Basin. Canyon Lands. Navajo section. Grand Canyon section. Datil section.
	Colorado Plateaus-----	
	Basin and Range province-----	Great Basin. Sonoran Desert. Salton Trough. Mexican Highland. Sacramento section. Northern Cascade Mountains. Middle Cascade Mountains. Southern Cascade Mountains. Sierra Nevada.
Pacific Mountain System-----	Sierra-Cascade Mountains-----	
	Pacific Border province-----	Puget Trough. Olympic Mountains. Oregon Coast Range. Klamath Mountains. California Trough. California Coast Ranges. Los Angeles Ranges.
	Lower Californian province-----	

PRINCIPAL AND GUIDE MERIDIANS AND BASE LINES OF THE UNITED STATES

First, second, etc., standard parallel.	Judith guide meridian. (Mont.)
First, second, etc., guide meridian.	Kanab guide meridian. (Utah.)
First, second, etc., principal meridian.	Kolob guide meridian. (Utah.)
Auxiliary (first, second, etc.) meridian.	Little Porcupine guide meridian. (Mont.)
Ashley guide meridian. (Utah.)	Louisiana meridian. (La.)
Beaverhead guide meridian. (Mont.)	Maginnis guide meridian. (Mont.)
Belt Mountain guide meridian. (Mont.)	Michigan meridian. (Mich.-Ohio.)
Big Hole guide meridian. (Mont.)	Mount Diablo base line. (Calif.-Nev.)
Bitterroot guide meridian. (Mont.)	Mount Diablo meridian. (Calif.-Nev.)
Black Hills base line. (S.Dak.)	Musselshell guide meridian. (Mont.)
Black Hills guide meridian. (S.Dak.)	Navajo base line. (Ariz.-N.Mex.)
Boise meridian. (Idaho.)	Navajo meridian. (Ariz.-N.Mex.)
Boulder guide meridian. (Mont.)	New Mexico guide meridian. (N.Mex.-Colo.)
Browning guide meridian. (Mont.)	New Mexico principal meridian. (N. Mex.-Colo.)
Buffalo Creek guide meridian. (Mont.)	Panguitch guide meridian. (Utah.)
Carson River guide meridian. (Nev.)	Passamari guide meridian. (Mont.)
Castle Valley guide meridian. (Utah.)	Pine Valley guide meridian. (Utah.)
Chickasaw meridian. (Miss.)	Principal meridian. (Mont.)
Choctaw base line. (Miss.)	Red Rock guide meridian. (Mont.)
Choctaw meridian. (Miss.)	Reese River guide meridian. (Nev.)
Cimarron meridian. (Okla.)	Ruby Valley guide meridian. (Nev.)
Colorado guide meridian. (Utah.)	Salt Lake meridian. (Utah.)
Columbia guide meridian. (Wash.)	St. Helena meridian. (La.)
Colville guide meridian. (Wash.)	St. Stephens base line. (Ala.-Miss.)
Copper River meridian. (Alaska.)	St. Stephens meridian. (Ala.-Miss.)
Coulson guide meridian. (Mont.)	San Bernardino base line. (Calif.)
Deer Lodge guide meridian. (Mont.)	San Bernardino meridian. (Calif.)
Deschutes meridian. (Oreg.)	Sevier Lake guide meridian. (Utah.)
Emery Valley guide meridian. (Utah.)	Seward meridian. (Alaska.)
Fairbanks meridian. (Alaska.)	Shields River guide meridian. (Mont.)
Flathead guide meridian. (Mont.)	Smith River guide meridian. (Mont.)
Fort Belknap guide meridian. (Mont.)	Snake Valley guide meridian. (Utah.)
Fremont Valley guide meridian. (Utah.)	Square Butte guide meridian. (Mont.)
Gila and Salt River meridian. (Ariz.)	Sweet Grass guide meridian. (Mont.)
Grand River guide meridian. (Utah.)	Tallahassee meridian. (Fla.)
Grande Ronde guide meridian. (Oreg.)	Teton guide meridian. (Mont.)
Green River guide meridian. (Utah.)	Uinta special meridian. (Utah.)
Haystack Butte guide meridian. (Mont.)	Ute principal meridian. (Colo.)
Helena guide meridian. (Mont.)	Valley Creek guide meridian. (Mont.)
Henry Mountain guide meridian. (Utah.)	Wah Wah guide meridian. (Utah.)
Horse Plains guide meridian. (Mont.)	Washington meridian. (Miss.)
Humboldt meridian. (Calif.)	Willamette meridian. (Oreg.-Wash.)
Humboldt River guide meridian. (Nev.)	Willow Springs guide meridian. (Utah.)
Huntsville meridian. (Ala.-Miss.)	Wind River meridian. (Wyo.)
Indian meridian. (Okla.)	Yantic guide meridian. (Mont.)
Jefferson guide meridian. (Mont.)	Yellowstone guide meridian. (Mont.)

**PRINCIPAL FOREIGN COUNTRIES, WITH THE TITLES OF HEADS OF STATE AND
THE NAMES OF LEGISLATIVE BODIES, ETC.**

[As of Jan. 1, 1933]

Country	Title of head of state	Legislative body and branches	Domain and major administrative subdivisions
Afghanistan.....	King.....	(Absolute monarchy) National Consultative Assembly.	Kingdom: Province.
Albania.....do.....	Chamber of Deputies.....	Kingdom: Prefecture.
Andorra.....	Syndic.....	Council.....	Protected State: Parish.
Arabia (<i>see</i> Saudi Arabia).			
Argentina.....	President.....	National Congress: Senate, Chamber of Deputies.	Republic: Province, Territory, Federal Capital.
Austria.....do.....	Assembly (Nationalrat), First Chamber (Bundesrat).	Republic: Province.
Belgium.....	King.....	Senate, Chamber of Representatives.	Kingdom: Province.
Bhutan.....	Maharaja.....		State.
Bolivia.....	President.....	National Congress: Chamber of Senators, Chamber of Deputies.	Republic: Department, Territory.
Brazil.....do.....	National Congress: Senate, Chamber of Deputies.	Republic: State, Territory, Federal District.
Bulgaria.....	King.....	National Assembly (Sobranje)	Kingdom: Province (Okrug).
Chile.....	President.....	National Congress: Senate, Chamber of Deputies.	Republic: Province, Territory.
China.....do.....	Legislative Yuan ¹	Republic: Province.
Colombia.....do.....	Congress: Senate, House of Representatives.	Republic: Department, Intendencia, ¹ Comisaria. ¹
Costa Rica.....do.....	Constitutional Congress.....	Republic: Province.
Cuba.....do.....	Congress: Senate, House of Representatives.	Do.
Czechoslovakia.....do.....	National Parliament: Senate, Chamber of Deputies.	Do.
Danzig, Free City of.		Senate, Legislative Assembly (Volkstag).	Free City: Kreis. ¹
Denmark.....	King.....	Diet (Rigsdag): Landsting, Folketing.	Kingdom: Amt. ¹
Dominican Republic.	President.....	Congress: Senate, Chamber of Deputies.	Republic: Province.
Ecuador.....do.....	National Congress: Senate, Chamber of Deputies.	Republic: Province, Territory.
Egypt.....	King.....	Parliament: Senate, Chamber of Deputies.	Kingdom: Province (Mudiri-ye), Governorate.
El Salvador.....	President.....	National Assembly of Deputies.	Republic: Department.
Estonia.....	Head of State.....	State Assembly (Riigikogu)...	Republic: District (Maavalit-sus).
Ethiopia (Abyssinia).	Emperor.....	(Absolute monarchy) Parliament: Senate, Chamber of Deputies.	Empire: Feudal Kingdom, Province.
Finland.....	President.....	Diet.....	Republic: Province (Lääni).
France.....do.....	National Assembly: Senate, Chamber of Deputies.	Republic: Department.
Germany.....do.....	Legislature of the Republic (Reichstag), State Council (Reichsrat).	Republic: State, Province.
Great Britain and Northern Ireland, British Dominions beyond the Seas, and India.	King (etc.).....		Empire: Kingdom, Dominion, and India.
Great Britain and Northern Ireland, United Kingdom of.	King.....	Parliament: House of Lords, House of Commons.	Kingdom: Colony, Protectorate, Dependency.
Australia, Commonwealth of.	Governor General.....	Parliament: Senate, House of Representatives.	Dominion: State.
Canada, Dominion of.do.....	Parliament: Senate, House of Commons.	Dominion: Province, Territory.
Irish Free State.....do.....	Parliament: Senate (Seanad Eireann), Chamber of Deputies (Dail Eireann).	Dominion: County.
Newfoundland.....	Governor.....	Legislature: Legislative Council, House of Assembly.	Dominion: District.
New Zealand.....	Governor General.....	Parliament: Legislative Council, House of Representatives.	Dominion: County, Municipality.
South Africa, Union of.do.....	Parliament: Senate, House of Assembly.	Dominion: Province.
India, British.....	Viceroy and Governor General.	Legislature: Council of State, Legislative Assembly.	Empire: Province.
India, Native States.	Prince, etc.....		State.

¹ No accurate English equivalent.

PRINCIPAL FOREIGN COUNTRIES, WITH THE TITLES OF HEADS OF STATE AND THE NAMES OF LEGISLATIVE BODIES, ETC.—Continued

Country	Title of head of state	Legislative body and branches	Domain and major administrative subdivisions
Greece.....	President.....	Senate, Chamber of Deputies..	Republic: Nome ¹ (Nomos).
Guatemala.....do.....	National Assembly; Permanent Committee functions during recess of assembly.	Republic: Department
Haiti.....do.....	National Assembly: Senate, Chamber of Deputies.	Do.
Hejaz and Nejd (<i>see</i> Saudi Arabia).			Do.
Honduras.....do.....	Congress of Deputies.....	Kingdom: Comitatz (Várme-gye).
Hungary.....	Regent.....	Parliament: Upper House, Lower House.	Kingdom: District (Syslur).
Iceland.....	King.....	Parliament (Alting): Upper House, Lower House.	Kingdom: District (Liwa).
Iraq.....do.....	Parliament: Senate, Chamber of Deputies.	Kingdom: Province.
Italy.....do.....do.....	Empire: Prefectures (Fu and Ken).
Japan.....	Emperor.....	Imperial Diet: House of Peers, House of Representatives.	Province.
Chosen.....			Republic: Province (Apgabals).
Latvia.....	President.....	Diet (Saeima).....	Republic: County.
Liberia.....do.....	Congress: Senate, House of Representatives.	Principality.
Liechtenstein.....	Prince.....	Diet.....	Republic: District (Apskritis).
Lithuania.....	President.....	Diet (Seimas).....	Grand Duchy: Canton.
Luxemburg (Luxembourg).	Grand Duchess.....	Chamber of Deputies.....	
Mexico.....	President.....	Congress: Senate, Chamber of Deputies.	Republic: State, Territory, Federal District.
Monaco.....	Prince.....	National Council.....	Principality.
Morocco.....	Sultan.....		Sultanate: Territory (civil or military).
Nepal.....	Maharaja.....	(Theoretical despotism) Prime Minister: Council of Ministers.	Kingdom.
Netherlands.....	Queen.....	States-General: First Chamber, Second Chamber.	Kingdom: Province.
Nicaragua.....	President.....	Congress: Senate, Chamber of Deputies.	Republic: Department, Comarca. ¹
Norway.....	King.....	Storting: Lagting, Odelsting..	Kingdom: District (Fylke ¹).
Oman (Muscat).....	Sultan.....	(Absolute monarchy).....	Sultanate.
Panama.....	President.....	National Assembly.....	Republic: Province.
Paraguay.....do.....	National Congress: Senate, Chamber of Deputies.	Republic: Department.
Persia.....	Shah.....	National Consultative Assembly (Mejliss).	Empire: Province.
Peru.....	President.....	Congress: Senate, Chamber of Deputies.	Republic: Department.
Poland.....do.....	Diet (Sejm), Senate.....	Republic: Province (Woje-wodztwo).
Portugal.....do.....	Congress of the Republic: Senate, Chamber of Deputies.	Republic: District.
Rumania.....	King.....	Parliament: Senate, Chamber of Deputies.	Kingdom: Judet. ¹
Russia.....	President of the All-Union Central Executive Committee.	All-Union Congress of Soviets: All-Union Central Executive Committee.	Under present regime designated as "Union of Soviet Socialist Republics," composed of 7 constituent republics: Autonomous Republic, Region (Oblast), Territory (Krai).
Salvador (<i>see</i> El Salvador).			
San Marino.....	Captains-Regent (two).	Grand Council.....	Republic.
Saudi Arabia.....	King.....	(Absolute monarchy).....	Dual Kingdom.
Siam.....	King.....	Legislative Council.....	Kingdom: Circle (Monthon ¹).
Spain.....	President.....	Cortes: Congress of Deputies..	Republic: Province.
Sweden.....	King.....	Diet (Riksdag): First Chamber, Second Chamber.	Kingdom: Län. ¹
Switzerland.....	President.....	Parliament: Council of States (Ständerat), National Council (Nationalrat).	Republic: Canton.
Turkey.....do.....	Grand National Assembly.....	Republic: Vilâyet. ¹
Uruguay.....do.....	General Assembly: Senate, Chamber of Representatives.	Republic: Department.
Venezuela.....do.....	Congress: Senate, Chamber of Deputies.	Republic: State, Territory, Federal District.
Yugoslavia.....	King.....	National Congress: Senate, Chamber of Deputies.	Kingdom: Banovina. ¹

¹ No accurate English equivalent.

NOUNS AND ADJECTIVES DENOTING NATIONALITY

[Countries that do not use a Latin alphabet are marked with an asterisk]

Country or region	Noun (plural ending in parentheses)	Adjective
*Abyssinia (<i>see</i> Ethiopia).		
*Afghanistan	Afghan(s)	Afghan.
Albania	Albanian(s)	Albanian.
America, United States of	American(s)	(American (preferred), United States.
Andorra	Andorran(s)	Andorran.
Argentina	Argentinean(s)	Argentine.
Australia	Australian(s)	Australian.
Austria	Austrian(s)	Austrian.
Belgium	Belgian(s)	Belgian.
*Bhutan	Bhutanese	Bhutanese.
Burma	Burman(s)	Burman.
Bolivia	Bolivian(s)	Bolivian.
Brazil (United States of)	Brazilian(s)	Brazilian.
*Bulgaria	Bulgarian(s)	Bulgarian.
Canada	Canadian(s)	Canadian.
Chile	Chilean(s)	Chilean.
*China	Chinese	Chinese.
*Chosen	Korean(s)	Korean.
Colombia	Colombian(s)	Colombian.
Costa Rica	Costa Rican(s)	Costa Rican.
Cuba	Cuban(s)	Cuban.
Czechoslovakia	Czechoslovak(s)	Czechoslovak.
Denmark	Dane(s)	Danish.
Dominican Republic	Dominican(s)	Dominican.
Ecuador	Ecuadoran(s)	Ecuadoran.
*Egypt	Egyptian(s)	Egyptian.
El Salvador	Salvadoran(s)	Salvadoran.
Estonia	Estonian(s)	Estonian.
*Ethiopia (Abyssinia)	(Ethiopian(s) (preferred) Abyssinian(s)	Ethiopian (preferred). Abyssinian.
Finland	Finn(s)	Finnish.
France	Frenchman (men)	French.
Germany	German(s)	German.
Great Britain	Briton(s)	British.
*Greece	Greek(s)	Greek.
Guatemala	Guatemalan(s)	Guatemalan.
Haiti	Haitian(s)	Haitian.
*Hejaz	Hejazi(s)	Hejaz or Hejazi.
Honduras	Honduran(s)	Honduran.
Hungary	Hungarian(s)	Hungarian.
Iceland	Icelandic(s)	Icelandic.
India	Indian(s)	Indian.
*Iraq	Iraqi(s)	Iraq or Iraqi.
Ireland (Irish Free State; Northern Ireland).	(Irishman (men) Irish (collective plural)	{Irish.
Isle of Man	(Manxman (men) Manx (collective plural)	{Manx.
Italy	Italian(s)	Italian.
*Japan	Japanese (singular, plural)	Japanese.
*Korea (<i>see</i> Chosen).		
Latvia	Latvian(s)	Latvian.
Liberia	Liberian(s)	Liberian.
Liechtenstein	Liechtensteiner(s)	Liechtenstein.
Lithuania	Lithuanian(s)	Lithuanian.
Luxemburg, Luxembourg	Luxemburger(s)	Luxemburg, Luxembourg.
Mexico (United Mexican States)	Mexican(s)	Mexican.
Monaco	Monacan(s)	Monacan.
Morocco	Moroccan(s)	Moroccan.
*Muscat (<i>see</i> Oman).		
*Nejd	Nejdi(s)	Nejd or Nejdi.
*Nepal	Nepalese (singular, plural)	Nepalese.
Netherlands	Netherlander(s)	Netherland.
Newfoundland	Newfoundlander(s)	Newfoundland.
New Zealand	New Zealander(s)	New Zealand.
Nicaragua	Nicaraguan(s)	Nicaraguan.
Norway	Norwegian(s)	Norwegian.
*Oman (Muscat)	Omani(s)	Oman or Omani.
Palestine	Palestinian(s)	Palestinian.
Panama	Panamanian(s)	Panamanian.
Paraguay	Paraguayan(s)	Paraguayan.
*Persia	Persian(s)	Persian.
*Peru	Peruvian(s)	Peruvian.
Poland	Pole(s)	Polish.
Portugal	Portuguese (singular, plural)	Portuguese.
Rumania	Rumanian(s)	Rumanian.
*Russia	Russian(s)	Russian.
Salvador (<i>see</i> El Salvador).		
Scotland	(Scot(s) Scotch (collective plural)	Scotch. Scottish.

NOUNS AND ADJECTIVES DENOTING NATIONALITY—Continued

[Countries that do not use a Latin alphabet are marked with an asterisk]

Country or region	Noun (plural ending in parentheses)	Adjective
*Siam.....	Siamese (singular, plural).....	Siamese.
South Africa, Union of.....	South African(s).....	South African.
Spain.....	Spaniard(s).....	Spanish.
Sweden.....	Swede(s).....	Swedish.
Switzerland.....	Swiss (singular, plural).....	Swiss.
Syria.....	Syrian(s).....	Syrian.
Turkey.....	Turk(s).....	Turkish.
United States of America (see Amer- ica, United States of).		
Uruguay.....	Uruguayan(s).....	Uruguayan.
Venezuela.....	Venezuelan(s).....	Venezuelan.
Wales.....	Welshman (men).....	} Welsh.
	Welsh (collective plural).....	
*Yemen.....	Yemeni(s).....	Yemen or Yemeni.
Yugoslavia.....	Yugoslav(s).....	Yugoslav.

FOREIGN COINS

[As of Jan. 1, 1933]

Country	Basic monetary unit			Value of basic unit in terms of United States money	Principal derived unit		
	Name	Abbrevia- tion	Symbol		Name	Abbrevia- tion	Symbol ¹
Argentina.....	Peso(s) ²	P.(s.).....	\$	\$0. 9648	Centavo(s).....	Ctvo.(s.)..	
Australia.....	Pound.....		£	4. 8665	(Shilling(s)..... Penny (pence).....	s..... d.....	
Austria.....	Schilling.....	S.....		. 1407	Groschen.....		
Belgium.....	Franc (s) ³	Fr.(s.).....		. 0278	Centime(s).....		
Bolivia.....	Boliviano(s).....	B.(s.).....		. 3650	Centavo(s).....	Ctvo.(s.)..	
Brazil.....	Milreis.....		⁴ 1\$000	. 1196	Real (reis).....		\$
Bulgaria.....	Lev(a).....	L.....		. 0072	Stotinka(ki).....		
Canada ⁵	Dollar(s).....	Doll.(s.).....	\$	1. 0000	Cent(s).....		c
Chile.....	Peso(s).....	P.(s.).....	\$. 1217	Centavo(s).....	Ctvo.(s.)..	\$
China.....	Haikwan tael.....	HK Tl.(s.).....		(⁶)			
	Shanghai tael.....	Tl.(s.).....		(⁶)			
	Mexican dollar.....		\$	(⁶)			
	Yuan dollar.....		\$	(⁶)			
Colombia.....	Peso(s).....	P.(s.).....	\$. 9733	Centavo(s).....	Ctvo.(s.)..	\$
Costa Rica.....	Colon(es).....	C.....		. 2500	Centimo(s).....	Ctmo.(s.)..	
Cuba.....	Peso(s).....	P.(s.).....	\$	1. 0000	Centavo(s).....	Ctvo.(s.)..	\$
Czechoslovakia.....	Koruna(ny).....	Kč.....		. 0296	Haler(e).....	Ha.....	
Denmark.....	Krone.....	Kr.....		. 2680	Øre(Ører).....		
Ecuador.....	Sucres(s).....	S/.....		. 2000	Centavo(s).....	Ctvo.(s.)..	
Egypt.....	Pound.....	LE.....		4. 9431	Piastre.....	Pt.....	
El Salvador.....	Colon(es).....	C.....		. 5000	Centavo(s).....	Ctvo.(s.)..	
Estonia.....	Kroon(i).....	Ekr.....		. 2680	Sent(i).....		
Finland.....	Markka(a).....	SMK.....		. 0252	Penni(niä).....	Piä.....	
France.....	Franc(s).....	Fr.(s.).....		. 0392	Centime(s).....		
Germany.....	Reichsmark.....	RM.....		. 2382	Reichspfennig(e).....	Rpf.(e.)..	
Great Britain ⁷	Pound(s).....	L stg.....	£	4. 8665	(Shilling(s)..... Penny (pence).....	s..... d.....	
Greece.....	Drachma(al).....	Dr.....		. 0130	Lepton(ta).....		
Guatemala.....	Quetzal(es).....	Q.(s.).....		1. 0000	(⁸)		

¹ In the majority of countries the fractional parts of monetary units are indicated much the same as United States dollars and cents, with the difference that the comma is used instead of the decimal point, i. e. in Mexico, Ps. 495.50 represents 495 pesos and 50 centavos. Where there is still a lesser fractional part, it is written as follows: £5 2s. 4d. represents 5 pounds 2 shillings and 4 pence. Some few countries separate the fractional part simply by a space (without period or comma), while others use the symbol (\$) between the basic unit and the fractional part.

² Gold peso (oro sellado) is abbreviated o/s; paper money (moneda nacional) is abbreviated m/n.

³ The Belga (B.) is used only in exchange transactions.

⁴ The conto or 1,000 milreis is written 1:000\$000.

⁵ Including Newfoundland.

⁶ Par varies with the price of silver.

⁷ The pound is also the unit in all of the British colonies and territories except where a local currency exists. In a number of the African possessions the local shilling is the principal unit and it has the same value as the English shilling. In the British West Indies the local dollar of 100 cents is used in most cases, the pound sterling being the equivalent of 4.80 local currency (\$4.80).

⁸ Fractional currency in terms of the monetary unit, i. e., .50 represents one-half quetzal.

FOREIGN COINS—Continued

Country	Basic monetary unit			Value of basic unit in terms of United States money	Principal derived unit		
	Name	Abbreviation	Symbol		Name	Abbreviation	Symbol
Haiti.....	Gourde(s)	Gdc.(s.)		\$0. 2000	Centime(s)		
Honduras.....	Lempira(s)	L.(s.)	\$. 5000	Centavo(s)	Ctvo.(s.)	\$
Hong Kong.....	Dollar		\$	(⁶)	Cent(s)		
Hungary.....	Pengo	P.		. 1749	Fillér		
India, British ⁹	Rupee	R.(s.)		. 3650	Anna		
Indo China.....	Piastre	P.		. 3920	Centime(s)		
Irish Free State.	Pound(s)		£	4. 8665	{Shilling(s)	s	
Italy.....	Lira(re)	L.		. 0526	{Penny(pence)	d	
Japan.....	Yen		¥	. 4985	Centesimo(i)		
Latvia.....	Lat(os)	L.(s.)		. 1930	Sen		
Lithuania.....	Litas(tu)	L.		. 1000	Santims(mi)		
Malaya, British	Straits dollar		\$	(⁶)	Cent(s)		
Mexico.....	Peso(s)	P.(s.)	\$. 4985	Centavo(s)	Ctvo.(s.)	\$
Netherlands ¹⁰	Florin(s)	Fl.(s.)		. 4020	Cent(s)		
New Zealand....	Pound		£	4. 8665	{Shilling(s)	s	
Norway.....	Krone(er)	Kr.		. 2680	{Penny(pence)	d	
Panama.....	Balboa(s)	B.(s.)		1. 0000	Öre(Örer)		
Paraguay.....	Peso(s) ²	P.(s.)	\$. 9648	Centavo(s)	Ctvo.(s.)	\$
Persia ¹¹	Rial			. 2433	Centavo(s)	Ctvo.(s.)	\$
Peru.....	Sol(es)	S/		. 2800	Centavo(s)	Ctvo.(s.)	\$
Philippines.....	Peso		₱	. 5000	Grosz(e)		
Poland.....	Zloty(te)	Zl.		. 1122	Centavo(s)	Ctvo.(s.)	\$
Portugal ¹²	Escudo(s)		\$. 0442	Ban(i)		
Rumania.....	Leu(lei)	L.		. 0060			
Salvador (see El Salvador).							
Siam.....	Baht			. 4424	Satang		
Spain.....	Peseta	Pta.(s.)		. 1930	Centimo(s)	Ctmo.(s.)	
Sweden.....	Krona(nor)	Kr.		. 2680	Öre(Örer)		
Switzerland.....	Franc	Fr.(s.)		. 1930	Centime(s)		
Turkey.....	Pound	L Tq.(s.)		4. 3964	Piastre(s)		
U.S.S.R. (Russia).	Chervonets ¹³	R.(s.)		\$5. 1457	Ruble; kopek	R.(s.)	
Uruguay.....	Peso(s)	P.(s.)	\$	1. 0342	Centesimo(s)	Ctmo.(s.)	\$
Venezuela.....	Bolívar(es)	B.(s.)		. 1930	Centimo(s)	Ctmo.(s.)	
Yugoslavia.....	Dinar(i)	Din		. 0176	Para		

² Gold peso (oro sellado) is abbreviated o/s; paper money (moneda nacional) is abbreviated m/m.⁶ Par varies with the price of silver.⁹ The rupee is also used in Ceylon and some of the African territories.¹⁰ Including Netherland India.¹¹ The pahlavi (20 rials) has the same value as the British pound sterling.¹² The symbol (§) is used between the escudo and the centavo; the colon (:) used between the conto and the escudo, i.e., 5:415,385\$50 reads 5 contos 415,385 escudos and 50 centavos.¹³ The chervonets is the equivalent of 10 chervonets rubles. Quotations are usually in rubles.

CHEMICAL ELEMENTS

[Accepted names, symbols, and atomic numbers as officially approved by the International Committee on Atomic Weights of the International Union of Chemistry; second report, issued in 1932]

Element	Symbol	Atomic number	Element	Symbol	Atomic number
Aluminum.....	Al	13	Molybdenum.....	Mo	42
Antimony.....	Sb	51	Neodymium.....	Nd	60
Argon.....	Ar	18	Neon.....	Ne	10
Arsenic.....	As	33	Nickel.....	Ni	28
Barium.....	Ba	56	Nitrogen.....	N	7
Beryllium.....	Be	4	Osmium.....	Os	76
Bismuth.....	Bi	83	Oxygen.....	O	8
Boron.....	B	5	Palladium.....	Pd	46
Bromine.....	Br	35	Phosphorus.....	P	15
Cadmium.....	Cd	48	Platinum.....	Pt	78
Calcium.....	Ca	20	Potassium.....	K	19
Carbon.....	C	6	Praseodymium.....	Pr	59
Cerium.....	Ce	58	Radium.....	Ra	88
Cesium.....	Cs	55	Radon.....	Rn	86
Chlorine.....	Cl	17	Rhenium.....	Re	75
Chromium.....	Cr	24	Rhodium.....	Rh	45
Cobalt.....	Co	27	Rubidium.....	Rb	37
Columbium.....	Cb	41	Ruthenium.....	Ru	44
Copper.....	Cu	29	Samarium.....	Sm	62
Dysprosium.....	Dy	66	Scandium.....	Sc	21
Erbium.....	Er	68	Selenium.....	Se	34
Europium.....	Eu	63	Silicon.....	Si	14
Fluorine.....	F	9	Silver.....	Ag	47
Gadolinium.....	Gd	64	Sodium.....	Na	11
Gallium.....	Ga	31	Strontium.....	Sr	38
Germanium.....	Ge	32	Sulphur.....	S	16
Gold.....	Au	79	Tantalum.....	Ta	73
Hafnium.....	Hf	72	Tellurium.....	Te	52
Helium.....	He	2	Terbium.....	Tb	65
Holmium.....	Ho	67	Thallium.....	Tl	81
Hydrogen.....	H	1	Thorium.....	Th	90
Indium.....	In	49	Thulium.....	Tm	69
Iodine.....	I	53	Tin.....	Sn	50
Iridium.....	Ir	77	Titanium.....	Ti	22
Iron.....	Fe	26	Tungsten.....	W	74
Krypton.....	Kr	36	Uranium.....	U	92
Lanthanum.....	La	57	Vanadium.....	V	23
Lead.....	Pb	82	Xenon.....	Xe	54
Lithium.....	Li	3	Ytterbium.....	Yb	70
Lutecium.....	Lu	71	Yttrium.....	Y	39
Magnesium.....	Mg	12	Zinc.....	Zn	30
Manganese.....	Mn	25	Zirconium.....	Zr	40
Mercury.....	Hg	80			

Announcements of the discovery of the missing members of the series of 92 elements of the periodic system require further authentication to warrant acceptance by the International Committee on Atomic Weights of the International Union of Chemistry. Examples are actinium (atomic number 90), alabamium (85), illinium (61), masurium (43), polonium (84), protoactinium (91), virginium (87). If, as, and when these are duly authenticated the fact will be announced by inclusion in the official list approved by and promulgated by the International Committee on Atomic Weights of the International Union of Chemistry.

UNITED STATES EQUIVALENTS OF THE PRINCIPAL WEIGHTS AND MEASURES USED IN FOREIGN AGRICULTURAL STATISTICS

Weight or measure	Country ¹	Weight or measure	Country ¹
1 ardeb=1.98 hectoliters=5.6189 Winchester or U. S. bushels.	Egypt.	1 koku=47.655 United States standard gallons.	Japan.
1 arroba=25 pounds, avoirdupois.	Cuba.	1 kwan=8.2673 pounds, avoirdupois.	Do.
1 batman=6.5 pounds, avoirdupois.	Persia.	1 liter=0.028378 Winchester bushel=0.26418 United States gallon.	(²)
1 bouw=7,096.5 square meters=1.754 acres.	Dutch East Indies.	1 manzana=1.7266 acres....	Guatemala.
1 cantar=44.928 kilograms=99.049 pounds, avoirdupois.	Egypt.	1 maund=82.2857 pounds, avoirdupois.	British India.
1 catty (kati)=1½ pounds, avoirdupois.	China.	1 mesana=0.6397 acre.....	Cuba.
1 cental=100 pounds, avoirdupois.	United States, Canada, Union of South Africa.*	1 morgen=2.1165 acres.....	Union of South Africa.
1 centner=110.23 pounds, avoirdupois.	Denmark.	1 mow=0.1518 acre (varying).	China.
1 chetvert=5.9568 Winchester bushels.	Russia.	1 oke=1.248 kilogram=2.751 pounds, avoirdupois.	Egypt.
1 cho=2.4506 acres.....	Japan.	1 oke=2.822 pounds, avoirdupois.	Greece.
1 dekar=0.2471 acre.....	Norway.	1 picul=133½ pounds, avoirdupois.	China.
1 dessiatine=2.6997 acres....	Russia.	1 picul=61.761 kilograms=136.16 pounds, avoirdupois.	Dutch East Indies.
1 donum=0.227 acre.....	Turkey.	1 picul=132.28 pounds, avoirdupois.	Japan.
1 doppelzentner=220.46 pounds, avoirdupois.	Germany.	1 pood=36.1128 pounds, avoirdupois.	Russia.
1 feddan=1.038 acres.....	Egypt.	1 pound, Great Venetian=1.0582 pounds, avoirdupois.	Greece.
1 hectare=2.471 acres.....	(²)	1 quintal (double centner, or metric centner)=220.46 pounds, avoirdupois.	(²)
1 hectoliter=2.3778 Winchester bushels.	(²)	1 quarter=8 imperial bushels=8.2564 Winchester bushels.	United Kingdom.
1 hectoliter=26.418 United States gallons.	United Kingdom, Australia.*	1 Russian pound=½ pood=0.90282 pounds, avoirdupois.	Russia.
1 hundredweight (long)=112 pounds, avoirdupois.	United States, Canada, Union of South Africa.*	1 rai=0.3954 acre.....	Siam.
1 hundredweight (or cental)=100 pounds, avoirdupois.	United Kingdom, Canada, Australia, Union of South Africa.*	1 stremma (royal)=0.2471 acre.	Greece.
1 imperial bushel=1.03205 Winchester bushels.	Do.*	1 tan (or picul)=133½ pounds, avoirdupois.	China.
1 imperial gallon=1.2009 United States gallons.	Hungary.	1 ton (long)=2,240 pounds, avoirdupois.	United States (foreign trade) and United Kingdom.
1 joch (cadastral hold, or cadastral arpent)=1.422 acres.	(²)	1 ton (metric)=2,204.6 pounds, avoirdupois.	(²)
1 kilogram=2.2046 pounds, avoirdupois.	Japan.	1 ton (short)=2,000 pounds, avoirdupois.	United States (internal trade) and Canada (foreign trade).
1 kin=1.3228 pounds, avoirdupois.	Formosa.	1 zentner=110.23 pounds, avoirdupois.	Germany.
1 ko=2.4506 acres.....	Japan.		
1 koku=4.9602 imperial bushels=5.1192 Winchester bushels.			

¹ The star (*) indicates that the list of countries given may not be complete.

² Metric system.

NOTE.—The values given are believed to be carried to a sufficient number of decimal places to meet the purpose for which the units may be used.

METRIC TABLES

LENGTH

Myriameter.....	10,000 meters.....	6.2137 miles.
Kilometer.....	1,000 meters.....	0.62137 mile.
Hectometer.....	100 meters.....	328 feet 1 inch.
Dekameter.....	10 meters.....	39.37 inches.
Meter.....	1 meter.....	39.37 inches.
Decimeter.....	0.1 meter.....	3.937 inches.
Centimeter.....	0.01 meter.....	0.3937 inch.
Millimeter.....	0.001 meter.....	0.0394 inch.

METRIC TABLES—Continued

SURFACE

Hectare.....	10,000 square meters.....	2.471 acres.
Are.....	100 square meters.....	119.6 square yards.
Centare.....	1 square meter.....	1,550 square inches.

WEIGHT

Name	Number of grams	Weight of what quantity of water at maximum density	Avoirdupois weight
Metric ton, millier or tonneau.....	1,000,000	1 cubic meter.....	2,204.6 pounds.
Quintal.....	100,000	1 hectoliter.....	220.46 pounds.
Myriagram.....	10,000	1 dekaliter.....	22.046 pounds.
Kilogram or kilo.....	1,000	1 liter.....	2.2046 pounds.
Hectogram.....	100	1 deciliter.....	3.5274 ounces.
Dekagram.....	10	10 cubic centimeters.....	0.3527 ounce.
Gram.....	1	1 cubic centimeter.....	15.432 grains.
Decigram.....	.1	0.1 cubic centimeter.....	1.5432 grains.
Centigram.....	.01	10 cubic millimeters.....	0.1543 grain.
Milligram.....	.001	1 cubic millimeter.....	0.0154 grain.

CAPACITY

Name	Number of liters	Metric cubic measure	United States measure	British measure
Kiloliter, or stere.....	1,000	1 cubic meter.....	1.308 cubic yards.....	1.308 cubic yards.
Hectoliter.....	100	0.1 cubic meter.....	2.838 bushels; 26.417 gallons.	2.75 bushels; 22.00 gallons.
Dekaliter.....	10	10 cubic decimeters.	1.135 pecks; 2.6417 gallons.	8.80 quarts; 2.200 gallons.
Liter.....	1	1 cubic decimeter.....	0.908 dry quart; 1.0567 liquid quarts.	0.880 quart.
Deciliter.....	.1	0.1 cubic decimeter.....	6.1023 cubic inches; 0.845 gill.	0.704 gill.
Centiliter.....	.01	10 cubic centimeters.	0.6102 cubic inch; 0.338 fluid ounce.	0.352 fluid ounce.
Milliliter.....	.001	1 cubic centimeter.....	0.061 cubic inch; 0.271 fluid dram.	0.284 fluid dram.

COMMON MEASURES AND THEIR METRIC EQUIVALENTS

Common measure	Equivalent	Common measure	Equivalent
Inch.....	2.54 centimeters.	Dry quart, United States.	1.101 liters.
Foot.....	0.3048 meter.	Quart, imperial.....	1.136 liters.
Yard.....	0.9144 meter.	Gallon, United States.....	3.785 liters.
Rod.....	5.029 meters.	Gallon, imperial.....	4.546 liters.
Mile.....	1.6093 kilometers.	Peck, United States.....	8.810 liters.
Square inch.....	6.452 square centimeters.	Peck, imperial.....	9.092 liters.
Square foot.....	0.0929 square meter.	Bushel, United States.....	35.24 liters.
Square yard.....	0.836 square meter.	Bushel, imperial.....	36.37 liters.
Square rod.....	25.29 square meters.	Ounce, avoirdupois.....	28.35 grams.
Acre.....	0.4047 hectare.	Pound, avoirdupois.....	0.4536 kilogram.
Square mile.....	259 hectares.	Ton, long.....	1.0160 metric tons.
Cubic inch.....	16.39 cubic centimeters.	Ton, short.....	0.9072 metric ton.
Cubic foot.....	0.0283 cubic meter.	Grain.....	0.0648 gram.
Cubic yard.....	0.7646 cubic meter.	Ounce, troy.....	31.103 grams.
Cord.....	3.625 steres.	Pound, troy.....	0.3732 kilogram.
Liquid quart, United States.....	0.9463 liter.		

ROMAN NUMERALS

I.....	1	IX.....	9	LXX.....	70	D.....	500
II.....	2	X.....	10	LXXX.....	80	DC.....	600
III.....	3	XIX.....	19	XC.....	90	DCC.....	700
IV.....	4	XX.....	20	C.....	100	DCCC.....	800
V.....	5	XXX.....	30	CL.....	150	CM.....	900
VI.....	6	XL.....	40	CC.....	200	M.....	1000
VII.....	7	L.....	50	CCC.....	300	MD.....	1500
VIII.....	8	LX.....	60	CD.....	400	MCM.....	1900

NAMES OF THE MONTHS IN FIVE LANGUAGES

English	Spanish	Portuguese	French	German
January	enero	janeiro	janvier	Januar
February	febrero	fevereiro	février	Februar
March	marzo	março	mars	März
April	abril	abril	avril	April
May	mayo	maio	mai	Mai
June	junio	junho	juin	Juni
July	julio	julho	juillet	Juli
August	agosto	agosto	août	August
September	septiembre	setembro	septembre	September
October	octubre	outubro	octobre	Oktober
November	noviembre	novembro	novembre	November
December	diciembre	dezembro	décembre	Dezember

NOTE.—It will be observed in the foregoing list that the names of months are capitalized in English and German, but are not capitalized in Spanish, Portuguese, and French.

ASTRONOMICAL SIGNS

♈ Aries	♑ Capricornus	♄ Saturn	♊ Quarteile
♉ Taurus	♒ Aquarius	♅ Uranus	* Sextile
♊ Gemini	♈ Pisces	♁ or ☾ New Moon	♉ Dragon's Head
♋ Cancer	♏ or ☿ Sun	♊ First Quarter	♊ Dragon's Tail
♌ Leo	♁ Mercury	♋ or ☽ Full Moon	♋ Ceres
♍ Virgo	♋ Venus	♌ Last Quarter	♌ Pallas
♎ Libra	♊ or ☿ Earth	♍ Conjunction	♍ Juno
♏ Scorpio	♊ Mars	♎ Opposition	♎ Vesta
♐ Sagittarius	♑ Jupiter	♏ Trine.	♏ or ♎ Neptune

MATHEMATICAL SIGNS

+ plus	□ square	⊥ perpendicular	∞ infinity
- minus	△ triangle	~ difference	∝ varies as
= equality	▭ rectangle	∫ integration	√ radical
× multiplied by	○ circle	≅ equivalent	° degree
÷ divided by	∠ angle	∴ proportion	' minute
∴ geometrical proportion	⊥ right angle	— difference, excess	" second
≡ identical with	□ or > greater than	∴ therefore	
± plus or minus	□ or < less than	∵ because	

GREEK ALPHABET

Caps	Lower case	Greek name	English sound	Caps	Lower case	Greek name	English sound
A	α α	Alpha.	A.	N	ν	Nu.	N.
B	β β	Beta.	B.	Ξ	ξ	Xi.	X.
Γ	γ	Gamma.	G.	Ο	ο	Omicron.	O short.
Δ	δ	Delta.	D.	Π	π π	Pi.	P.
E	ε	Epsilon.	E.	Ρ	ρ	Rho.	R.
Z	ζ	Zeta.	Z.	Σ	σ s	Sigma.	S.
H	η	Eta.	E.	Τ	τ	Tau.	T.
Θ	θ θ	Theta.	Th.	Υ	υ	Upsilon.	U.
I	ι	Iota.	I.	Φ	φ φ	Phi.	F.
K	κ	Kappa.	K.	Χ	χ	Chi.	Ch.
Λ	λ	Lambda.	L.	Ψ	ψ	Psi.	Ps.
M	μ	Mu.	M.	Ω	ω	Omega.	O long.

INCREASE OF TEXT BY USING LEADS

If leaded with 2-point leads—

6-point type is increased one third.

8-point type is increased one fourth.

10-point type is increased one fifth.

11-point type is increased two elevenths.

12-point type is increased one sixth.

RELATIVE NUMBER OF EMS IN A PAGE

Measure	10-point	8-point	6-point
Census.....	3,621	5,696	10,115
Quarto.....	2,992	4,675	8,249
Statutes ¹	3,480	5,204	8,239
Professional.....	2,242	3,552	6,336
Octavo (document).....	1,856	2,920	5,141
12mo.....	1,404	2,210	3,915
Laws ¹	2,729	3,793	6,014
General order.....	1,050	1,643	2,911
Court decisions.....	1,456	2,268	4,052

¹ Including side notes.

DIMENSIONS OF TYPE PAGES AND TRIM OF PRINTED BOOKS

Measures	Type page		Books trim to ² —	Measures	Type page		Books trim to ² —
	Width	Depth ¹			Width	Depth ¹	
	<i>Inches</i>	<i>Inches</i>	<i>Inches</i>		<i>Inches</i>	<i>Inches</i>	<i>Inches</i>
Half census.....	3 ⁷ / ₁₆			Court decisions.....	3 ⁷ / ₁₆	7 ¹ / ₄	5 ⁷ / ₈ x 9 ¹ / ₈
Census.....	7 ¹ / ₁₆	9 ¹ / ₁₆	9 ¹ / ₈ x 11 ³ / ₈	Law.....	3 ⁵ / ₈	6 ¹ / ₁₆	5 ⁷ / ₈ x 9 ¹ / ₈
Half quarto.....	3			Speech.....	3 ¹ / ₂	6 ¹ / ₁₆	5 ⁷ / ₈ x 9 ¹ / ₈
Quarto.....	6 ¹ / ₁₆	9 ¹ / ₁₆	9 ¹ / ₈ x 11 ³ / ₈	Half Record.....	3 ¹ / ₂		
Statutes at Large.....	5 ⁷ / ₁₆	8 ¹ / ₁₆	7 ³ / ₄ x 11 ¹ / ₂	Record.....	7 ¹ / ₈	9 ³ / ₄	9 ¹ / ₈ x 11 ³ / ₈
Bill.....	5 ¹ / ₃₂	9 ³ / ₄	7 ⁵ / ₈ x 11	Half specifications.....	2 ¹ / ₃		
Octavo (document).....	4 ³ / ₈	7 ¹ / ₁₆	5 ⁷ / ₈ x 9 ¹ / ₈	Specifications.....	5 ³ / ₄	9 ³ / ₄	7 ¹ / ₂ x 10 ³ / ₄

¹ Depth includes folio lines.² Unless otherwise ordered on jacket.

To find how many pages a book set in one size of type will make if set in some other size of type, but same size of page, multiply the number of pages by the number of ems in a page and divide by the number of ems in a page of the type you wish to use.

AVERAGE NUMBER OF WORDS IN A LINE AND PAGE AND THE NUMBER OF EMS IN A PAGE

Sizes of type and measures	Number of words in a line	Number of words in a page		Number of lines in a page		Number of ems in a page
		Solid	Leaded	Solid	Leaded	
10-point:						
Octavo (document).....	12	648	528	54	45	1,856
Quarto.....	16	1,113	848	63	53	2,992
Census.....	18	1,386	1,056	68	57	3,621
8-point:						
Octavo (document).....	15	1,005	810	67	54	2,920
Quarto.....	20	1,696	1,219	79	64	4,675
Census.....	25	2,112	1,518	84	68	5,696
6-point:						
Octavo (document).....	17	1,530	1,122	90	67	5,141
Quarto.....	24	2,491	1,802	106	80	8,249
Census.....	27	3,102	2,244	112	84	10,115
14-point:						
Bill.....	10		257		25	

The number of words to a page is computed on the basis of this table. This is the standard.

LENGTH OF PAGE¹

	10-point	8-point	6-point		10-point	8-point	6-point
Census.....	67 ¹ / ₂	84	112	Law.....	48	60	79 ¹ / ₂
Quarto.....	63 ³ / ₄	79 ¹ / ₂	106	Bill.....	63 ³ / ₄	79 ¹ / ₂	106
Statutes at Large.....	60	75	100	Court decisions.....	49	61	81 ¹ / ₄
Octavo (document).....	54	67 ¹ / ₂	90	Record.....	68 ¹ / ₂	85 ¹ / ₂	114
12mo.....	48	60	79 ¹ / ₂				

¹ Does not include head slug or foot slug.

STANDARD SET MEASUREMENTS

[In this table one-fourth em equals 4 units]

	6	9	10½	12	10	11
Full measure:						
Bill.....	2 60¾1	40½	34¼4	30 7	36½	33 3
Census.....	85½	57	48½6	42¼4	51 6	46½22
Court Decisions.....	46½	31	26½1	23 4	27½7	25 6
Document.....	53	35 6	30 5	26½	31½55	28½7
Law.....	2 43¾1	29 3	25	21½7	26 5	23½7
Side notes.....	2 8¾1	5½6	5	4 7	5 5	4½5
Tide Tables, Specifications, Gazette, and Nautical Almanac.....	69½	46 6	39¼4	34¼4	41¼4	37½7
Professional Papers.....	3 64 2	42¼4	36½3	32 1	38½	34½8
Quarto and enrolled bill.....	73¼	48½6	41½6	36½2	43½8	39½8
Record (page width)*.....	3 85¾2	57 4	49 1	42½7	51½	46½5
Revised Statutes.....	65	43 6	37 2	32½	39	35 8
Side notes.....	3 11½2	7¼4	6½2	5½5	7	6 6
Half measure:						
Bill.....	29¼	19½	16¼4	14½2	17¼1	15½8
Census.....	3 41½2	27¼4	23½5	20½5	25	22½3
Court Decisions.....	3 22½2	15 1	12½7	11 5	13¼1	12 6
Document.....	4 25½3	17 2	14½3	12½6	15 7	14
Law.....	2 21¼1	14 3	12 3	10½3	12½5	11½2
Gazette and Specifications.....	3 34 2	22¼4	19½	17 1	20 8	18½2
Professional Papers.....	3 31¼2	20½7	17½7	15½3	18½5	17 2
Quarto and bill indorsement.....	36	24	20¼1	18	21¼2	19½2
Record *.....	42¼	28 3	24 2	21 2	25 6	23
Revised Statutes.....	3 31¼2	21 4	18 3	15½8	19 2	17 6
Third measure:						
Census.....	4 27¼3	18 5	15½3	13½3	16 8	14½8
Document.....	3 16¾2	11 4	9½2	8 7	10 2	9 3
Quarto.....	3 23½2	15¼4	13½	11½5	14 3	12½7
Revised Statutes.....	4 20¾3	13½8	11½8	10 8	12½1	11 7
Two-thirds measure:						
Census.....	56½	37½3	32 5	28 4	33½7	30½6
Broad measure:						
Census.....	112	74½3	64	56	67 4	61 1
Court Decisions.....	81¼	54 3	46 7	40½2	48½5	44 5
Document.....	90	60	51 7	45	54	49 1
Law.....	79½	53	45 6	39¼4	47¼4	43 6
Professional Papers.....	91½	61	52 5	45¼4	54½7	49½7
Quarto and bill.....	106	70½3	60¼1	53	63½2	57½5
Revised Statutes.....	100	66½3	57 2	50	60	54½1
Record (page depth).....	114	76	65 2	57	68 7	62 3
Postal Bulletin measure:						
1 column.....	3 24 2	16 2	13½5	12 1	14½	13 3
2 columns.....	49¼	32½5	28 2	24½2	29½1	26½6
3 columns.....	3 74½2	49½1	42 7	37 3	44½2	40½
4 columns.....	99½	66 6	56½6	49¼4	59¼4	54 4

* Record tables, 86¼ full measure, and 42½ for half measure—for Congressional Record only.

Superior figures indicate number of thicknesses of keyboard paper to be added to measure on caster.

The measure on the spool slip is always the 6-set measure, but operators must remember that the set scale in use governs the measure to which the keyboard should be set.

NUMBER OF WORDS AND EMS TO THE SQUARE INCH

Sizes of type	Number of words		Number of ems	Sizes of type	Number of words		Number of ems
	Solid	Leaded			Solid	Leaded	
14-point.....	11	8	26½	8-point.....	32	23	81
12-point.....	14	11	36	6-point.....	47	34	144
11-point.....	17	14	43	5-point.....	69	50	207
10-point.....	21	16	52				

PICAS REDUCED TO INCHES

Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches
1	0.166	18	2.988	35	5.811	52	8.634	69	11.457	86	14.279
2	.332	19	3.154	36	5.977	53	8.800	70	11.623	87	14.445
3	.498	20	3.320	37	6.143	54	8.966	71	11.789	88	14.611
4	.664	21	3.487	38	6.309	55	9.132	72	11.955	89	14.778
5	.830	22	3.653	39	6.475	56	9.298	73	12.121	90	14.944
6	.996	23	3.819	40	6.641	57	9.464	74	12.287	91	15.110
7	1.162	24	3.985	41	6.807	58	9.630	75	12.453	92	15.276
8	1.328	25	4.151	42	6.973	59	9.796	76	12.619	93	15.442
9	1.494	26	4.317	43	7.139	60	9.962	77	12.785	94	15.608
10	1.660	27	4.483	44	7.306	61	10.128	78	12.951	95	15.774
11	1.826	28	4.649	45	7.472	62	10.294	79	13.117	96	15.940
12	1.992	29	4.815	46	7.638	63	10.460	80	13.283	97	16.106
13	2.158	30	4.981	47	7.804	64	10.626	81	13.449	98	16.272
14	2.324	31	5.147	48	7.970	65	10.792	82	13.615	99	16.438
15	2.490	32	5.313	49	8.136	66	10.959	83	13.781	100	16.604
16	2.656	33	5.479	50	8.302	67	11.125	84	13.947	125	20.750
17	2.822	34	5.645	51	8.468	68	11.291	85	14.113	150	24.900

HEIGHTS AND THICKNESSES

	<i>Inch</i>		<i>Inch</i>
Type high.....	0.918	Height of regular metal furniture.....	0.768
Height of sectional blocks and bases for regular		1-point is.....	.01383
11-point plates.....	.759	2-point is.....	.0277
Regular 16-gage zinc or copper plates.....	.159	3-point is.....	.0415
Height of bases for regular 16-gage zinc and	.065	6-point is.....	.083
copper plates.....	.853	8-point is.....	.1107
Backing for zinc or copper to make 11 points		10-point is.....	.1383
for patent blocks.....	.094	12-point is.....	.166
Height of regular leads and slugs.....	.763	Ludlow slug height.....	.768
Height of high leads and slugs.....	.853	Monotype quad height.....	.768

FOREIGN TYPE HEIGHTS

	<i>Inch</i>		<i>Inch</i>
Africa.....	0.918	Holland.....	0.975
Australia.....	.918	Italy.....	.978
Bulgaria.....	.936	Mexico.....	.918
Canada.....	.918	Russia.....	.989
Denmark.....	.982, .986, .987	South America.....	.918
England.....	.918	Sweden.....	.928
France (Didot).....	.928		

GUIDE TO COMPOUNDING

The following list is based on the principles and rules for compounding given on pages 49–53. Manifestly such a list cannot be complete, but the approved usage with respect to any words not included can be determined by analogy or by application of the rules or the general principle.

Words printed flush are combined with the words indented beneath them to form solid compounds, hyphenated compounds, or two words (indicated by the space mark).

Words given under combining forms, prefixes, and suffixes are limited to only a few examples. Such words are usually solid (rules 58, 58*a*), but the hyphen is sometimes required for a special reason (rules 58*b*, 58*c*).

Rule numbers are indicated in parentheses, except that no reference is made to the general rule for compounding (rule 43), as that rule applies to all compounds in the list. Words kept apart under the general principle only are followed by no parenthetical reference.

The abbreviations *a.* (adjective), *adv.* (adverb), *n.* (noun), *p.* (participle), *pron.* (pronoun), and *v.* (verb) indicate functions of the compounds as given; words marked *u.m.* (unit modifier) are compounded only if preceding a noun. Foreign languages are indicated by the usual abbreviations.

a (prefix)	acid	after
foot (58)	proof (49)	glow (48)
horseback (52, 58)	fast (49)	–mentioned (49)
shipboard (52, 58)	actino (combining form)	thought (48)
tiptoe (52, 58)	chemistry (58 <i>a</i>)	wit (48)
A-frame (44 <i>c</i>)	–electricity (58 <i>c</i>)	witted (45)
aard	acute-angled (49)	agateware (48)
vark (48)	ad (prefix)	age (suffix)
wolf (48)	minister (58)	percentage (58)
ab (prefix)	adder	air
normal (58)	belt (48)	–bound (49)
abiding place (43 <i>a</i>)	fish (48)	–built (49)
able	addle	craft (48)
–bodied (49)	brain (48)	–dried (49)
–bodiedness (45)	brained (45)	–driven (49)
–minded (49)	head (48)	–dry (44 <i>b</i>)
–mindedness (45)	headed (45)	#duct (43 <i>a</i>)
able (suffix)	pate (48)	–floated (49)
remarkable (58)	pated (45)	lock (v.) (52)
aboutsledge (48)	plot (48)	locked (p.) (45)
above	aero (combining form)	locking (p.) (45)
board (52)	dynamics (58 <i>a</i>)	man (48)
deck (52)	afore	#navigation (43 <i>a</i>)
ground (52)	–going (49)	plane (48)
stairs (52)	–mentioned (49)	port (48)
–mentioned (u.m.) (51)	thought (48)	ship (48)
absent	aft	sick (49)
–minded (49)	castle (48)	–slaked (49)
–mindedly (45)	most (49)	tight (49)
–mindedness (45)		

- air—continued
 tightness (45)
 ward (58)
 way (48)
 woman (48)
 worthy (49)
 aitchbone (48)
 alcohol (combining form)
 meter (58a)
 ale
 house (48)
 taster (48)
 wife (48)
 all
 #around
 –cap (u.m.) (51)
 –fired (49)
 –firedly (45)
 #mark (43a)
 mouth (48)
 #right
 –round (u.m.) (51)
 spice (48)
 work (48)
 alleyway (48)
 almond-eyed (49)
 alms
 giver (48)
 giving (n.) (48)
 house (48)
 along
 shore (52)
 side (52)
 alpen
 glow (48)
 horn (48)
 stock (48)
 altar
 piece (48)
 #screen (43a)
 wise (58)
 altitude-pressure (u.m.)
 (51)
 alto (combining form)
 cumulus (58a)
 amidships (52)
 amperemeter (48)
 amylo (combining form)
 genesis (58a)
 an (suffix) (58)
 anchor
 hold (48)
 #light (43a)
 angle
 meter (48)
 sight (48)
 twitch (48)
 wing (48)
 wise (58)
 worm (48)
 Anglo (combining form)
 mania (58a)
 –American (58c)
 ant (prefix)
 arctic (58)
 ant eater (48)
- ante (prefix)
 date (58)
 ante
 –bellum (u.m.) (51)
 –mortem (u.m.) (51)
 antero (combining form)
 lateral (58a)
 anti (prefix)
 –hog–cholera (u.m.) (51)
 –imperial (58c)
 slavery (58)
 anvil-faced (49)
 any
 body (pron.) (52)
 how (52)
 one (pron.) (52)
 thing (pron.) (52)
 way (52)
 where (52)
 whither (52)
 wise (58)
 applejack (48)
 arch (prefix)
 bishop (58)
 duke (58)
 pillar (58)
 arch (suffix) (58)
 areaway (48)
 argillo (combining form)
 magnesian (58a)
 argus-eyed (49)
 aristo (combining form)
 paper (58a)
 type (58a)
 arm
 chair (48)
 hole (48)
 let (58)
 pit (48)
 rack (48)
 armor
 bearer (48)
 –clad (49)
 –piercing (49)
 #plate (43a)
 –plated (49)
 arrow
 beam (48)
 head (48)
 headed (45)
 stone (48)
 –toothed (49)
 worm (48)
 arterio (combining form)
 sclerosis (58a)
 artillery
 man (48)
 ship (58)
 ash
 #color (43a)
 –colored (49)
 –leaved (49)
 astro (combining form)
 physics (58a)
 athwart
 hawse (52)
- athwart—continued
 ship (52)
 ships (52)
 auto (combining form)
 biography (58a)
 bus (58a)
 –immunization (58c)
 –infection (58c)
 –inoculation (58c)
 –intoxication (58c)
 –ophthalmoscope (58c)
 –oxidation (58c)
 sight (58a)
 truck (58a)
 type (58a)
 awe
 some (49)
 –strike (v.) (44b)
 –stricken (45)
 –striking (p.) (45)
 –struck (p.) (45)
 awl
 –shaped (49)
 ax
 hammer (48)
 man (48)
 stone (48)
 tree (48)
 axletree (48)
 aye-aye (44b)
- back
 ache (48)
 –acting (49)
 angle (48)
 band (48)
 bite (v.) (52)
 biter (45)
 biting (45)
 board (48)
 bone (48)
 boned (45)
 chain (48)
 fire (v.) (52)
 fired (p.) (45)
 firing (p.) (45)
 flap (48)
 focus (a.) (49)
 fold (48)
 furrow (v.) (52)
 furrowed (p.) (45)
 furrowing (p.) (45)
 gammon (48)
 ground (48)
 hand (48)
 handed (45)
 handler (45)
 heel (48)
 joint (48)
 lash (48)
 lashing (n.) (45)
 log (48)
 piece (48)
 plate (48)
 racket (48)
 raking (n.) (48)
 rope (48)
 saw (48)

- back—continued
 set (v.) (52)
 setting (p.) (45)
 settler (48)
 shift (48)
 side (48)
 slide (v.) (52)
 slider (45)
 sliding (p.) (45)
 stage (48)
 stair (a.) (49)
 stamp (n. v.) (48, 52)
 stamped (p.) (45)
 stamping (p.) (45)
 stay (48)
 stick (48)
 stitch (48)
 strap (48)
 strapped (45)
 string (48)
 strip (48)
 stop (48)
 stroke (48)
 sword (48)
 swording (n.) (45)
 swordman (48)
 ward (58)
 wash (n., v.) (48, 52)
 washed (p.) (45)
 washer (45)
 washing (p.) (45)
 water (48)
 way (48)
 woods (48)
 woodsman (48)
 worm (48)
- back (also functions as
 suffix)
 muleback (48)
- badgeman (48)
 badger-legged (49)
 badland (a.) (49)
 badlands (48)
 bag
 pipe (48)
 piper (45)
 piping (n.) (45)
 reef (48)
 room (48)
 worm (48)
- baggage
 man (48)
 master (48)
 #truck (43a)
- bailpiece (48)
 bailsmen (48)
 bake
 house (48)
 shop (48)
- bakelite-dilecto (44b)
 balancewise (58)
 bald
 crown (48)
 -faced (49)
 head (48)
 headed (45)
 pate (48)
- bald—continued
 pated (45)
 patedness (45)
- ball
 fish (48)
 flower (48)
 -like (44a)
 proof (49)
 room (48)
 stock (48)
- band
 box (48)
 master (48)
 #pulley (43a)
 -shaped (49)
 string (48)
 -tailed (49)
 wagon (48)
- bandy
 ball (48)
 -bandy (44b)
 -legged (49)
- bang
 tail (48)
 tailed (45)
- bank
 side (of stream) (48)
 -sided (ship) (49)
- bar
 #bit (43a)
 keeper (48)
 maid (48)
 man (48)
 master (48)
 post (48)
 room (48)
 tender (48)
 way (48)
 wise (58)
 wood (48)
- bare
 back (52)
 backed (45)
 -faced (49)
 foot (a., adv.) (49, 52)
 footed (45)
- barge
 couple (48)
 course (48)
 man (48)
 master (48)
- barkometer (58a)
 barmy-brained (49)
- barn
 #owl (43a)
 stormer (48)
 storming (n.) (48)
 yard (48)
- barring-out (n.) (46)
 barrowman (48)
- base
 ball (48)
 board (48)
 -born (49)
 -bred (49)
 burner (48)
 court (48)
- base—continued
 level (n., v.) (48, 52)
 leveled (p.) (45)
 leveling (p.) (45)
 man (48)
 -minded (49)
 -mindedly (45)
 -mindedness (45)
- basket
 -hilted (49)
 weave (48)
 work (48)
- bas-relief (44b)
 bassbar (48)
 basse-taille (Fr.)
 basso-rilievo (It.)
- bat
 fish (48)
 fowl (v.) (52)
 fowled (p.) (45)
 fowler (45)
 fowling (p.) (45)
 man (48)
 wing (48)
- bath
 house (48)
 room (48)
 tub (48)
- bats
 man (48a)
 wing (48a)
- battering ram (43a)
- battle
 ax (48)
 field (48)
 #formation (43a)
 plane (48)
 ship (48)
- bay
 bolt (48)
 gall (48)
 head (48)
 man (48)
 #rum (43a)
 wood (48)
- be (prefix)
 wail (58)
- beach
 man (48)
 master (48)
 #wagon (43a)
- beacon light (43a)
- bead
 roll (48)
 #tool (43a)
 work (48)
- beak
 head (48)
 iron (48)
 #molding (43a)
- beam
 filling (n.) (48)
 trawl (n., v.) (48, 52)
 trawled (p.) (45)
 trawling (p.) (45)
- beanfeast (48)

- bear
 #garden (43a)
 herd (48)
 hound (48)
 skin (48)
 ward (48)
 bearspaw (48a)
 bed
 bug (48)
 chair (48)
 chamber (48)
 clothes (48)
 cord (48)
 cover (48)
 fast (49)
 fellow (48)
 gown (48)
 key (48)
 maker (48)
 molding (n.) (48)
 pan (48)
 plate (48)
 post (48)
 quilt (48)
 -rid (49)
 -ridden (49)
 rock (48)
 room (48)
 screw (48)
 side (48)
 sore (48)
 spread (48)
 staff (48)
 stead (48)
 tick (48)
 ticking (n.) (48)
 #timber (43a)
 time (48)
 ward (48)
 way (48)
 beechnut (48)
 beef
 eater (48)
 #extract (43a)
 steak (48)
 -witted (45)
 bees
 wax (48a)
 wing (n., a.) (48a, 45)
 winged (45)
 beetle
 -browed (49)
 head (48)
 headed (45)
 stock (48)
 stone (48)
 before
 hand (52)
 time (52)
 behind
 hand (52)
 time (52)
 bell
 -faced (49)
 hanger (48)
 hanging (n.) (48)
 house (48)
 bell—continued
 man (48)
 mouth (v.) (52)
 mouthed (p.) (45)
 mouthing (p.) (45)
 -shaped (49)
 wether (48)
 belly
 ache (48)
 band (48)
 pinch (48)
 pinched (45)
 benchman (48)
 berry cone (43a)
 berry (also functions as
 suffix)
 huckleberry (48)
 bi (prefix)
 facial (58)
 -iliac (58c)
 bibble-babble (44b)
 big
 eye (fish) (48)
 -eyed (49)
 -gaited (49)
 horn (sheep) (48)
 -horned (49)
 -wigged (49)
 bill
 beetle (48)
 board (48)
 bug (48)
 fish (48)
 head (48)
 man (48)
 poster (48)
 sticker (48)
 billethead (48)
 bird
 cage (48)
 call (48)
 catcher (48)
 catching (n.) (48)
 -eyed (49)
 lime (48)
 man (48)
 seed (48)
 -witted (49)
 woman (48)
 bird (also functions as suf-
 fix)
 kingbird (48)
 birds
 beak (48a)
 eye (48a)
 mouth (48a)
 nest (n., v.) (48a, 52)
 nested (p.) (45)
 nesting (p.) (45)
 birth
 day (48)
 land (48)
 mark (48)
 night (48)
 place (48)
 rate (48)
 right (48)
 stone (48)
 bismuto (combining form)
 plagionite (58a)
 bitstock (48)
 bitter
 -ender (44b)
 -enderism (45)
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 -tapist (44*d*)
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waste
 basket (48)
 board (48)
 weir (48)
watch
 case (48)
 dog (48)
 maker (48)
 making (n.) (48)
 man (48)
 mate (48)
 tower (48)
 word (48)
 work (48)
water
 board (48)
 #color (43a)
 -colored (49)
 -colorist (44d)
 -cooled (49)
 course (48)
 cycle (48)
 fall (48)
 fowl (48)
 #front (43a)
 -fronter (44d)
 -laid (49)
 -logged (49)
 man (48)
 mark (48)
 melon (48)
 plane (48)
 pot (48)
 proof (n., a.) (48, 45)
 proofer (45)
- water—continued
 proofing (45)
 -rot (v.) (44b)
 -rotted (p.) (45)
 -rotting (p.) (45)
 scape (48)
 shed (48)
 shoot (48)
 side (48)
 skin (48)
 -soak (v.) (44b)
 -soaked (p.) (45)
 -soaking (p.) (45)
 spout (48)
 tight (49)
 tightness (45)
 way (48)
 work (48)
 -worn (49)
wattle
 bird (48)
 work (48)
wattmeter (48)
wave
 #length (43a)
 #meter (43a)
wax
 bill (48)
 bird (48)
 -red (50)
 -stitched (49)
 wing (48)
 work (48)
 worker (45)
way
 beam (48)
 bill (48)
 bird (48)
 bung (48)
 fare (48)
 farer (45)
 faring (n.) (45)
 -going (49)
 goose (48)
 laid (p.) (45)
 lay (v.) (52)
 layer (45)
 laying (p.) (45)
 mark (48)
 post (48)
 side (48)
 ward (58)
 wise (58)
 -worn (49)
way (also functions as suf-
 fix)
 passageway (48)
weak
 fish (48)
 -minded (49)
weasel
 -faced (49)
 fish (48)
weather
 board (48)
 boarding (n.) (45)
 cock (48)

- weather—continued
 fish (48)
 glass (48)
 most (49)
 proof (49)
 -strip (v.) (44d)
 -stripped (p.) (45)
 -stripping (p.) (45)
 wise (58)
 -worn (49)
 web
 eye (48)
 foot (48)
 worm (48)
 wedge
 bill (48)
 -tailed (49)
 wise (58)
 weedhook (48)
 week-end (44b)
 weet-weet (44b)
 weigh
 beam (48)
 bridge (48)
 house (48)
 lock (48)
 man (48)
 master (48)
 well
 -being (44b)
 -built (u.m.) (51)
 -disposed (u.m.) (51)
 -doer (44b)
 -doing (n.) (44b)
 -done (u.m.) (51)
 -groomed (u.m.) (51)
 hole (48)
 -knit (u.m.) (51)
 -known (u.m.) (51)
 nigh (49)
 -phrased (u.m.) (51)
 -planned (u.m.) (51)
 spring (48)
 -wisher (44b)
 west-bound (49)
 wet
 -nurse (v.) (44d)
 -nursed (p.) (45)
 -nursing (p.) (45)
 whale
 back (48)
 boat (48)
 bone (48)
 -built (49)
 head (48)
 man (48)
 wharf
 man (48)
 master (48)
 what
 ever (52)
 not (52)
 soever (52)
 whealworm (48)
 wheat
 ear (48)
 land (48)
 worm (48)
 wheel
 band (48)
 barrow (48)
 -cut (49)
 house (48)
 way (48)
 work (48)
 wright (48)
 wheelsman (48)
 when
 ever (52)
 soever (52)
 whencesoever (52)
 where
 about (52)
 abouts (52)
 as (52)
 at (52)
 by (52)
 fore (52)
 from (52)
 in (52)
 insoever (52)
 into (52)
 of (52)
 on (52)
 soever (52)
 through (52)
 to (52)
 under (52)
 upon (52)
 with (52)
 withal (52)
 wherever (52)
 whetstone (48)
 which
 ever (52)
 soever (52)
 whiffletree (48)
 whip
 cord (48)
 fish (48)
 graft (48)
 lash (48)
 saw (n., v.) (48, 52)
 sawed (p.) (45)
 sawing (p.) (45)
 -shaped (49)
 stitch (n., v.) (48, 52)
 stitched (p.) (45)
 stitching (p.) (45)
 stock (48)
 tail (insect) (48)
 -tailed (49)
 -tom-kelly (46)
 worm (48)
 whipper
 -in (n.) (46)
 snapper (48)
 whirl
 -about (n.) (46)
 pool (48)
 wig (48)
 wind (48)
 whistle
 fish (48)
 wing (48)
 wood (48)
 whit
 leather (48)
 wall (48)
 white
 bait (fish) (48)
 cap (48)
 capper (45)
 coat (seal) (48)
 -collared (49)
 -eye (bird) (44a)
 -eyed (49)
 face (mark, bird) (48)
 -faced (49)
 fish (48)
 foot (mark) (48)
 -footed (49)
 head (goose) (48)
 -headed (49)
 heart (cherry) (48)
 #ribbon
 -ribboner (44d)
 #rot
 smith (48)
 stone (48)
 tail (48)
 throat (48)
 tip (48)
 vein (48)
 wash (n., v.) (48, 52)
 washed (p.) (45)
 washer (45)
 washing (p.) (45)
 wood (48)
 worm (48)
 whithersoever (52)
 whiz-bang (44b)
 who
 so (52)
 soever (52)
 whole
 -colored (49)
 -hearted (49)
 -heartedly (45)
 -heartedness (45)
 -hoofed (49)
 -length (u.m.) (51)
 -minded (49)
 #number
 sale (49)
 saler (45)
 -skinny (49)
 -souled (49)
 whom
 so (52)
 soever (52)
 whooping cough (43a)
 whore
 master (48)
 monger (48)
 son (48)
 wickerwork (48)
 wide
 -awake (44b)
 -spread (49)
 widowhood (58)

- wife
-bound (49)
hood (58)
-ridden (49)
- wig
maker (48)
tail (48)
wag (48)
wagger (45)
- wild
cat (a.) (49)
catter (45)
fire (48)
grave (48)
wood (48)
will-less (58c)
will-o'-the-wisp (46)
willy-nilly (44b)
- wind
ball (48)
-blown (49)
bore (48)
-bound (49)
break (48)
broach (48)
-broken (49)
fall (48)
-fertilization (44b)
-fertilized (49)
firm (49)
fish (48)
gall (48)
galled (45)
jammer (48)
mill (48)
pipe (48)
-pollination (44b)
-pollinized (49)
-rode (49)
row (n., v.) (48)
rowed (p.) (45)
rower (45)
rowing (p.) (45)
-shaken (49)
shield (48)
storm (48)
tight (49)
way (48)
- windowpane (fish) (48)
- wine
bibber (48)
bibbing (n.) (48)
glass (48)
glassful (48, 58)
sap (48)
taster (48)
- wing
fish (48)
-shell (44b)
-shot (49)
- winter
#apple (43a)
-beaten (49)
-bound (49)
-fallow (v.) (44b)
-fallowed (p.) (45)
-fallowing (p.) (45)
- winter—continued
-ground (v.) (44b)
-grounded (p.) (45)
-grounding (p.) (45)
-kill (v.) (44b)
-killed (p.) (45)
-killing (p.) (45)
tide (48)
time (48)
- wire
-dancer (43a)
-dancing (n.) (43a)
draw (v.) (52)
drawer (45)
drawing (p.) (45)
drawn (p.) (45)
man (48)
pull (v.) (52)
pulled (p.) (45)
puller (45)
pulling (p.) (45)
smith (48)
way (48)
work (48)
worker (45)
working (n.) (45)
works (48)
worm (48)
- wireless telegraphy (43a)
- wise
acre (48)
-headed (49)
-hearted (49)
- wise (suffix)
lengthwise (58)
- wishbone (48)
- wishy-washy (44b)
- witch
craft (48)
finder (48)
- with (prefix)
draw (58)
- wither
band (48)
-wrung (49)
- wizen-faced (49)
- woe
begone (49)
-worn (49)
- wolf
hound (48)
skin (48)
- woman
-born (49)
hood (58)
kind (48)
- woman (also functions as
suffix)
workwoman (48)
- womenfolk (48)
- wonder
land (48)
-stricken (49)
-struck (49)
work (48)
worker (45)
working (n.) (45)
- wonga-wonga (44b)
- wood
chopper (48)
cock (48)
craft (48)
cut (engraving) (48)
cutter (48)
cutting (n.) (48)
horse (48)
house (48)
land (48)
lander (45)
man (48)
pecker (48)
pile (48)
ranger (48)
rock (48)
shed (48)
side (48)
stone (48)
work (48)
worker (45)
working (n.) (45)
worm (48)
- wood (also functions as
suffix)
southernwood (48)
- wooden
-headed (49)
-headedness (45)
ware (48)
- woodsman (48)
- wool
-dyed (49)
fell (48)
gathering (n.) (48)
grower (48)
growing (n.) (48)
man (48)
pack (48)
sack (48)
shed (48)
sorter (48)
sower (48)
stock (48)
work (48)
- woolly
-haired (49)
-headed (49)
- word
book (48)
-bound (49)
monger (48)
mongering (n.) (45)
play (48)
- wordsmen (48)
- work
aday (49)
bag (48)
basket (48)
bench (48)
box (48)
day (48)
fellow (48)
folk (48)
house (48)
man (48)

- work—continued
 room (48)
 shop (48)
 table (48)
 wise (58)
 woman (48)
 work (also functions as suffix)
 woodwork (48)
 worker (functions as suffix)
 ironworker (48)
 working
 #day (43a)
 man (48)
 world
 -weary (44b)
 -wearily (45)
 -wide (44b)
 worldly
 -minded (49)
 -mindedness (45)
 -wise (44b)
 worm
 -eaten (49)
 hole (48)
 holed (45)
 worm (also functions as suffix)
 galleyworm (48)
 worn-out (u.m.) (51)
 worth (suffix)
 pennyworth (58)
 wreckfish (48)
 wright (functions as suffix)
 wheelwright (48)
- wring
 bolt (48)
 staff (48)
 wringing-wet (u.m.) (51)
 wrist
 band (48)
 fall (48)
 wrong
 doer (48)
 doing (n.) (48)
 -font (u.m.) (51)
 -headed (49)
 -headedly (45)
 -headedness (45)
 -hearted (49)
 -heartedly (45)
 -heartedness (45)
 -minded (49)
 -mindedly (45)
 -mindedness (45)
 -timed (49)
- X
 -ray (44c)
 -type (44c)
- Y-shaped (44c)
- yachts
 man (48)
 woman (48)
- Yankee
 #Doodle (43a)
 land (48)
- yard
 arm (48)
 man (48)
 master (48)
 stick (48)
- yard (also functions as suffix)
 shipyard (48)
 yawl-rigged (49)
 yawmeter (48)
 year
 #book (43a)
 -long (u. m.) (51)
 yeast-bitten (49)
 yellow
 -backed (49)
 -bellied (49)
 -billed (49)
 bird (48)
 -breasted (49)
 -covered (49)
 -crowned (49)
 -eyed (49)
 fish (48)
 hammer (bird) (48)
 -headed (49)
 -rumped (49)
 -shafted (49)
 -tailed (49)
 -throated (49)
 -vented (49)
 yesterday (48)
 yoke
 fellow (48)
 mate (48)
 -toed (49)
 yuletide (48)
- zantewood (48)
 zebra-wood (48)
 Zend-Avesta
 zero
 -axial (44b)
 -dimensional (44b)

CONGRESSIONAL RECORD

RULES OF THE JOINT COMMITTEE ON PRINTING

Attention is called to the following extracts from the rules of the Joint Committee on Printing for the publication of the Record:

3. The Public Printer shall print the verbatim report of the proceedings and debates of the Senate and House of Representatives, as furnished by the official reporters of the Congressional Record, in 7½-point type; and all matter included in the remarks or speeches of Members of Congress, other than their own words, and all reports, documents, and other matter authorized to be inserted in the Record shall be printed in 6½-point type; and all roll calls and lists of pairs shall be printed in 6-point type.

7. If copy or proofs have not been returned in time for publication in the proceedings, the Public Printer will insert the words "Mr. ——— addressed the Senator (House or committee). His remarks will appear hereafter in the Appendix," and proceed with the printing of the Record.

9. When leave has been obtained to print (1) a speech not delivered in either House, (2) a newspaper or magazine article, or (3) any other matter not germane to the proceedings, the same shall be published in the Appendix, but this rule shall not apply to quotations which form part of a speech of a Member, or to an authorized extension of his own remarks. The official reporters of each House shall indicate on copy and prepare headings for all matter to be printed in the Appendix, and shall make suitable reference thereto at the proper place in the proceedings. Any Member may, upon request noted on the manuscript, have an authorized extension of his own remarks printed in the Appendix.

GENERAL RULES

The rules governing document work apply to the Congressional Record, except as may be noted herein. All should familiarize themselves with the exceptions and the forms peculiar to the Record.

All extracts are set in 6½-point type unless otherwise ordered by the Joint Committee on Printing.

Instructions covering the measure and the size and kind of type for parallel columns in the Record will be given to operators when necessary, as the general style will depend upon the character of the matter.

In general, operators should avoid wide spacing, especially in break lines and lines containing many points.

In resetting lines when correcting proof, operators must exercise great care to have such lines free from error.

Extreme caution must be used in making corrections in copy, and no important change should be made without authority.

Observe the lists of names of Senators and Members, committees of both Houses, and duplicate names. Changes caused by death, resignation, or otherwise must be noted. There is no excuse for error in the spelling of names of Senators, Members, or department officials. In case of doubt, the Congressional Directory will be taken as authority.

Small-cap center heads in speeches, also headings over tables, leader work, and subheads following main subject heading in the proceedings will be set in 6½-point.

Queries must not be made unless it is known that the author is to see a proof.

CAPITALIZATION

(See also Guide to Capitalization, p. 24)

It must be borne in mind that one general style of capitalization is to prevail on Record and document work.

In Senate and House proceedings and Senate and House Journals use rule VI, rule XVI, etc.

If the name of the Congressional Record is mentioned, it must be set in caps and small caps and never abbreviated, though appearing in citations.

If the name of a Senator or a Member is used in connection with a bill or other paper, as the Smoot bill, the Smith amendment, etc., lower-case; but SMITH's amendment, etc.

The names of Members and Members-elect of both branches of the Congress will be printed in caps and small caps if mention is made of them. This applies also to eulogies, and notices of or references to eulogies, of deceased Senators or Members.

Certificates of Senators-elect of a succeeding Congress are usually presented to the current Congress, and in such cases the names of the Senators-elect must be in caps and small caps.

Names of Members of Congress must be set in lower-case in votes, in lists set in columns, in the list of standing and select committees, in groups (two or more) of names of Members and non-Members, and in lists of pairs. (See under Pairs, p. 225.)

Observe that the names of all persons not certified Members of Congress are to be set in lower-case; that is, names of secretaries, clerks, messengers, and others.

Capitalize proposed boards, commissions, services, etc., in bills and titles thereof, but lower-case when mentioned in general debate.

CONTRACTIONS

If in a Senator's or a Member's language the copy shows such contractions as *don't*, *can't*, *won't*, *didn't*, *couldn't*, and *wouldn't*, spell in full, as *do not*, *cannot*, *will not*, *did not*, *could not*, and *would not*. This is not intended to apply to extracts and anecdotes. The abbreviation *etc.* must be made to read *and so forth*, except in extracts.

FIGURES

(See also Numerals, p. 63)

If an expression contains two or more enumerations, some definite and others indefinite (or not accompanied by subject), spell the indefinite and put the definite in figures (unless under 10), as four or five thousand spent out of \$6,000 appropriated; \$300 saved and a thousand dollars spent; a hundred dollars is more to me than \$500 to you or one thousand to him; if copy reads "six millions of dollars", it must be changed to read "\$6,000,000."

Use figures for all enumerations of weights and measures and duration of time.

All grouped enumerations [two or more constitute a group] are to appear in figures in examples such as the following: There were 20 males and 25 females, 45 in all; six horses; 10 horses; 6 horses and 5 cows; 25 bulletins, containing 352 pages; the population of Chicago is more than 2,000,000; a hamlet of 18 persons. If complicated, spell, as twenty-five 6-inch guns, two $\frac{3}{4}$ -inch boards, ten 5-cent pieces, etc.

Isolated numbers of 10 or more, as 50 guns, 10 trucks, 11 soldiers, etc.

If sums of money are used as adjectives, express in figures, as, a 5-cent piece, a \$10 note, a \$1,000 house, a \$1,000,000 expenditure, a \$1,200 clerk (even if copy reads *a twelve-hundred-dollar clerk*).

If an expression of weight or measure is used as an adjective, use figures, as, a 1-foot rule, a 2-bushel basket, a 5-acre lot, a 4-ton stone, a 3-pint pail, a 1-grain pill, a $\frac{1}{2}$ -inch pipe.

Follow copy in such expressions as twelve hundred gallons were used, fourteen hundred dollars was expended, or 1,200 gallons were used, \$1,400 was expended; a thousand dollars, a hundred pounds, two thousand million dollars.

In amendments in conference reports follow this Style Manual in regard to the use of figures.

ITALIC

In titles of cases use italic, with lower-case roman v., including contested-election cases, as *Smith v. Brown*. In roman small-cap lines use a lower-case italic v. for versus.

Names of vessels must be set in italic in all cases.

If it is desired that italic should be used other than as provided for herein, the word or words must be underscored and "fol. ital." written on each folio. Do not construe this to mean "*Ordered*", "*Resolved*", "*Be it enacted, etc.*", titles following signatures or addresses, or the part of date lines which should be set in italic.

The prayer delivered in either House must be set in 7½-point roman. If prefaced or followed by a quotation from the Bible such quotation must be set in 7½-point italic.

MISCELLANEOUS

Do not quote any communication carrying date and signature.

Do not put quotation marks on center heads in 6½-point extracts unless center heads belong to original matter.

In newspaper extracts put place and date at beginning of paragraph. Use caps and small caps for name of place and roman lower-case for date. Connect date and extract by an em dash. If date and place are credited in a bracket line above extract, they need not be used again at the beginning of paragraph. (See rule 227 under Date Lines, and p. 227 under Credits.)

Except in bill work proper, each *Whereas* in a preamble must begin a new paragraph (indented). The *Therefore* be it must be preceded by a colon and be run in with the last *Whereas*. *Be it* will run in with the word *Therefore*, but must not be supplied when not in copy. Note the following:

Whereas it has been deemed advisable to, etc.: *Therefore* be it
Resolved, That the committee, etc.

Use single punctuation in citations of cases and statutes, as *Brown v. Robinson* (122 U.S. 329; R.S. p. 310, sec. 1748).

In the case of *Smith* against *Brown*. (A general or casual reference to a case.)

In the case of *Smith v. Brown* (122 U.S. 329). (A citation of a specific case.)

In One Hundred and Twenty-fourth United States Reports, page 329.

Indent star lines 2 ems on each side. Use seven stars.

If a title is used as part of the name of an organization, vessel, etc., spell, as, General U. S. Grant Post, No. 76, Grand Army of the Republic.

The order of subdivision of the Constitution of the United States is as follows: article I, section 2, clause 3.

If an exhibit appears at the end of a speech, the head *Exhibit* should be set in 6½-point caps, preceded by a 3-em dash.

In extracts containing votes the names must be run in, as Douglass of Massachusetts, LaGuardia, French, etc.

In Senators' or Members' language, if the copy indicates *number*, use the abbreviation *no.*; when the word is *numbered*, use that form.

In text, reference to Senate and House reports and Senate and House executive and miscellaneous documents the *No.* must always be used, whether in copy or not, as House Report No. 75, Executive Document No. 20, Miscellaneous Document No. 37.

In the Senate, under House Bills Referred, Message from the House, Enrolled Bills Signed, Concurrent Resolutions Referred, Presidential Approvals, and in lists of bills and resolutions, the numbers must come first and read "An act" (or resolution), whether in copy or not, as "H.R. 722. An act", etc. In the House the same rule applies under Message from the President, Enrolled Bills Signed, Message from the Senate, Concurrent Resolutions Referred, and Senate Bills Referred. This means that bills and resolutions received in the House from the Senate or in the Senate from the House, when in lists, shall have the number begin the paragraph.

Seven-and-a-half-point breaks in 6½-point matter should be paragraphed, as follows:

The report goes on to say that—

Observe this closely—

during the fiscal year 1932 there were, etc.

USE OF CAPS AND SMALL CAPS

[Names of Senators and Members are set in small caps when in parenthesis or brackets, or when sentence is in the passive voice. See also note on roll calls, p. 222.]

On motion by (or of) Mr. CARTER of California, it was, etc.

The VICE PRESIDENT resumed the chair.

The PRESIDING OFFICER (Mr. WATSON in the chair). Shall the bill pass?

The SPEAKER called the House to order.

Mr. DARROW's amendment was adopted.

Mr. BRAND of Ohio took the floor and yielded to Mr. PARKER of Georgia.

During the roll call,

Mr. HOCH said: If not paired, I would vote "no" on this bill.

A MEMBER. And debate it afterwards.

SEVERAL MEMBERS. I object.

Mr. ASHURST, Mr. BORAH (and others). Let it be read.

Mr. WATSON (and others). Yes.

Mr. WATSON (and other Members). No.

Mr. CARTER of California objected.

Mr. PARKER of New York, by unanimous consent, was granted leave to print remarks on the bill.

Mr. CANNON addressed the Chair.

Mr. RAINEY rose.

Mr. ROBINSON of Indiana resumed the floor.

The ACTING SECRETARY. In line 11, after the word "*Provided*," it is proposed, etc.

Mr. COOPER of Ohio was recognized, and yielded his time to Mrs. KAHN.

Mr. JOHNSON entered the Chamber.

Mr. SHORTRIDGE, a Senator from the State of California, appeared in his seat today.

Mr. SEGER and Mr. MALONEY rose to a point of order.

The SPEAKER proceeded to put the question on the motion of Mr. FRENCH.

The CHAIRMAN appointed Mr. LEHLBACH and Mr. LUCE as tellers.

Mr. BECK. I desire to withdraw my vote of "no" and vote "present."

The Clerk called the name of Mr. ALMON, and he answered "Present."

If a group of Members' names makes more than one line, they will be set in caps and small caps in all cases.

[If a Senator's name is used following a roll call to secure a quorum, set in caps and small caps for the sake of good typographic appearance. Note the following:]

Mr. WALSH of Massachusetts entered the Chamber and answered to his name.

The Secretary proceeded to call the roll, and Mr. ASHURST answered "aye."

Mr. JOHNSON and Mr. BORAH entered the Chamber and answered to their names.

After some delay, Mr. LA FOLLETTE entered the Chamber and answered to his name.

[Note that in 6½-point extracts only an en quad is used after the name of the person speaking, as in the following:]

Mr. DARROW. I think this bill is so well understood that no time will be required for its discussion.

Mrs. KAHN. Does this bill come from the Committee on Commerce?

The SPEAKER. It does.

PUNCTUATION

The bill was reported to the Senate as amended, and the amendment was concurred in.

The bill was reported to the Senate without amendment, ordered to be engrossed for a third reading, read the third time, and passed.

The bill was ordered to be engrossed for a third reading, read the third time, and passed.

The bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

The bill was ordered to a third reading, and it was accordingly read the third time and passed.

The bill was ordered to a third reading, was read the third time, and passed.

The bill was ordered to be engrossed and read a third time, was read the third time, and passed.

The amendments were ordered to be engrossed and the bill to be read a third time.

The amendment was agreed to, and the bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

There was no objection, and, by unanimous consent, the Senate proceeded, etc.

The question was taken, and the motion was agreed to.

The question being taken, the motion was agreed to.

There being no objection, the Senate, as in Committee of the Whole, proceeded to consider the bill, which had been reported from the Committee on Public Lands and Surveys with amendments.

The Secretary read the bill; and there being no objection, the Senate, as in Committee of the Whole, proceeded to its consideration.

Ordered to lie on the table and be printed.

The Secretary read the bill; and, by unanimous consent, the Senate, as in Committee of the Whole, proceeded to its consideration.

Mr. RICH, by unanimous consent, was granted leave to withdraw from the files of the House, without leaving copies, the papers in the case of John Jones, no adverse report having been made thereon.

Mr. CONDON. Regular order! [or Division!]

Mr. CARTER of Wyoming. Regular order, Mr. Chairman.

The Jones bill, to pension soldiers and sailors of the Civil War.

My friend the Senator from Massachusetts said it was a mistake.

Mr. LA FOLLETTE addressed the Senate. After having spoken for 35 minutes,

Mr. CAPPER. Mr. President, if the Senator will yield for a moment.

After the second call of the roll,

Mr. BRITTEN. Mr. Speaker, that has been agreed to.

[Note use of interrogation mark in the following:]

Mr. DAVIS. Mr. President, what does this mean?—

We have never received a dollar of this amount.

PARENTHESES AND BRACKETS

Mr. FOSS. Mr. Speaker, I now yield 5 minutes to the gentleman from Massachusetts [Mr. GALLIVAN].

[Mr. CONNERY then resumed and concluded his remarks as above printed.]

(Mr. PURNELL asked and was given permission to revise and extend his remarks in the Record.)

[Note use of parentheses and brackets in lines above.]

Mr. CANNON. There is no "may not" about it. Here is the form in which they are printed [exhibiting].

Mr. FREEMAN. I am in hopes we shall be able to secure a vote on the bill tonight. ["Vote!" "Vote!"]

Mr. FREAR (at 6 o'clock and 35 minutes p.m.). I move that the House adjourn. ["No!" "No!"]

Mr. FISH (to Mr. JAMES). Are these vessels of iron?

Mr. FESS. The Chair rather gets me on that question. [Laughter.] I did not rise. [Cries of "Vote!" "Vote!"]

Mr. HOLADAY (one of the tellers). I do not desire to press the point that no quorum has voted.

The CHAIRMAN (after a pause). If no gentleman claims the floor, the Clerk will proceed with the reading of the bill.

Mr. DYER. Then he is endeavoring to restrict the liberty of the individual in the disbursement of his own money. [Applause on the Republican side.]

Mr. TREADWAY. Mr. Speaker, I desire to ask unanimous consent that the time of the gentleman—— [Cries of "Regular order!"]

Mr. GARBER was recognized and said: I will yield 3 minutes to the gentleman from Wisconsin.

Lay on, Macduff;
And damn'd be him that first cries, "Hold, enough!"

[Laughter.]

The SPEAKER. Is there objection to the consideration of this bill at this time? [After a pause.] There is no objection.

The House accordingly resolved itself into the Committee of the Whole on the Private Calendar (Mr. MAAS in the chair) and proceeded to the consideration of pension business on the Private Calendar.

The CHAIRMAN (rapping with his gavel). Debate is exhausted.

Mr. FOSS (reading):

When in the course of human events, etc.

[Mr. BARBOUR's speech will be published entire after it shall have been completed.]

[Or the following, which this Office is authorized to insert. Observe that two leads are used on each side of "withhold" lines:]

[Mr. CAPPER addressed the Senate. His remarks will appear hereafter.]

[Mr. KETCHAM addressed the committee [or House]. His remarks will appear hereafter.]

[Names of Senators or Members, if supplied by reporters in remarks of Members of Congress, must appear in brackets, unless some other title than Mr. be used, when it will be considered that the gentleman speaking mentioned the other gentleman's name, as in the following examples:]

Mr. PARKS. The gentleman from Washington [Mr. JOHNSON] stated that he would support the measure.

Mr. COOPER of Ohio. The gentleman from Washington, Captain JOHNSON, stated that he would support the measure.

VOTING IN THE HOUSE AND IN COMMITTEE OF THE WHOLE

[Note that a dash is used only when a comma is necessary to separate the ayes and noes. If only the ayes or the noes are given, no punctuation is to be used. If the word *and* is used to connect the ayes and noes, as ayes 52 and noes 65, or 52 ayes and 65 noes, the dash is omitted after the words *were* or *being*.]

On the question of ordering the yeas and nays there were 18 ayes and 88 noes.

The House divided; and there were—ayes 52, noes 65.

So (no further count being called for) the amendment of Mr. TAYLOR of Colorado was not agreed to.

So (two thirds voting in favor thereof) the rules were suspended, and the bill was passed.

The committee divided amid confusion; and after the vote was completed,

The CHAIRMAN. On this question the tellers report—ayes 99, noes 101.

The CHAIRMAN. The gentleman raises the point of no quorum. The Chair will count. [After counting.] Two hundred and seventeen present, a quorum. The noes have it, and the amendment is rejected.

The question being taken on the motion of Mr. DOWELL to suspend the rules and pass the bill, it was agreed to (two thirds voting in favor thereof).

So (the affirmative not being one fifth of the whole vote) the yeas and nays were not ordered.

The question was taken by a viva voce vote, and the Speaker announced that two thirds appeared to have voted in the affirmative and [after a pause] that the bill was passed.

So (two thirds voting in favor thereof) the motion to suspend the rules was agreed to, and the bill was passed.

Two thirds voting in favor thereof, the rules were suspended, and the bill was passed.

The question was taken; and in the opinion of the Chair two thirds having voted in favor thereof, the rules were suspended, and the bill was passed.

The question was taken; and two thirds having voted in favor thereof, the rules were suspended, and the bill was passed.

The yeas and nays were ordered, there being 43 in the affirmative, more than one fifth of the last vote.

The question being taken on Mr. TINKHAM's motion, there were—ayes 18, noes 35.

The question being taken on concurring in the amendments of the Senate, there were—ayes 101, noes 5.

Tellers were ordered, and Mr. RAINEY and Mr. MEAD were appointed.

The SPEAKER. The Chair appoints as tellers the gentleman from Oklahoma, Mr. DISNEY, and the gentleman from Wisconsin, Mr. STAFFORD.

The House again divided; and the tellers reported—ayes 113, noes 33.

On the question of ordering the yeas and nays there were ayes 30.

The yeas and nays were ordered, 55 Members voting in favor thereof.

On the question of ordering the yeas and nays there were—ayes 21, noes 93; less than one fifth voting in the affirmative.

The question was taken; and there were on a division (demanded by Mr. MAPES)—ayes 69, noes 66.

On the question of ordering tellers there were ayes 20, not one fifth of a quorum.

The question was taken upon ordering tellers, and there were 19 in the affirmative, not one fifth of a quorum.

Tellers on the yeas and nays were not ordered, only 17 Members voting therefor, not one fifth of a quorum.

The previous question was ordered, and under the operation thereof the bill was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

The previous question was ordered, and under the operation thereof the amendment was agreed to.

The question being taken on the motion of Mr. GOLDER, it was agreed to; there being—ayes 141, noes 14.

VOTING BY YEAS AND NAYS

Senate

The roll call was concluded; and the result was announced—yeas 27, nays 31, as follows:

The yeas and nays were ordered; and, being taken, resulted—yeas 18, nays 32, as follows:

The question being taken by yeas and nays, resulted—yeas 37, nays 29, as follows:

Mr. WALCOTT called for the yeas and nays, and they were ordered; and being taken, resulted—yeas 27, nays 23, as follows:

YEAS—27			
Ashurst	Carey	Fess	McNary
Austin	Cohen	Frazier	Moses
NAYS—23			
Bailey	Capper	Glass	McKellar
Bankhead	Cutting	Gore	Metcalf
NOT VOTING—46			
Blaine	Coolidge	Kean	Pittman
Borah	Costigan	Keyes	Reed

House

The yeas and nays were ordered.

The question was taken; and there were—yeas 76, nays 204, answered “present” 7, not voting 146, as follows:

The question being taken, there were—yeas 197, nays 70, answered “present” 3, not voting 173, as follows:

The question was decided in the affirmative—yeas 193, nays 57, answered “present” 4, not voting 179, as follows:

The question on agreeing to the report of the committee of conference was taken; and there were—yeas 212, nays 82, answered “present” 5, not voting 134, as follows:

The question was taken; and there were—yeas 124, nays 111, answered “present” 2, reported by tellers 1, not voting 195, as follows:

[Roll No. 116]			
YEAS—124			
Amlie	Carter, Wyo.	Patterson	Reed, N. Y.
Andrew	Cary	Person	Reid, Ill.
NAYS—111			
Beck	Britten	Foss	Seger
Bland	Brumm	Free	Selvig
ANSWERED “PRESENT”—2			
Finley		Hess	
REPORTED BY TELLERS—1			
Aswell			
NOT VOTING—195			
Arentz	Free	Leech	Vestal

[If the Speaker votes, his name is not used, but at the end of the “yeas” or “nays”, according to his vote, insert: The Speaker.]

PAIRS

[Pairs must be set in 6-point solid. The word *with* must always be used in pairs in the House, not *and*; and copy must be altered to conform thereto, as Mr. Smith with Mr. Jones—not Mr. Smith and Mr. Jones. Note use of lower case for names in list of pairs in House.]

The Clerk announced the following pairs:

On this vote:

Mr. Johnson of South Dakota (for) with Mr. Ketcham (against).

Mr. Bolton (for) with Mr. Garrett (against).

Mr. Dale (who would vote “aye”) with Mr. Tarver (who would vote “no”).

For this day:

Mr. Wason with Mr. Bulwinkle

Until further notice:

Mr. Andresen with Mr. Rich.

Mr. CLAGUE. Mr. Speaker, I voted, but, being paired with the gentleman from Pennsylvania, Mr. KURTZ, I withdraw my vote.

Mr. MANLOVE. Mr. Speaker, I am paired with the gentleman from Illinois, Mr. SABATH, so I will withdraw my vote. I desire to announce on behalf of my colleague, Mr. BRITTEN, that he was called from the Hall a few moments ago. He is paired with the gentleman from Kentucky, Mr. GILBERT; but if present and not paired, he would vote "yea."

[In House pairs do not use brackets when Members are referred to by names. In Senate pairs observe following use of brackets:]

Mr. BORAH (when his name was called). I am paired on this question with the senior Senator from Massachusetts [Mr. WALSH]. If he were here, I should vote "yea."

CALL OF THE HOUSE

Mr. MILLARD. I move that there be a call of the House.

The motion was agreed to.

The Clerk called the roll, and the following Members failed to answer to their names:

[Roll No. 106]

Adkins	Dies	Kelly, Ill.	Perkins
Allen	Dieterich	Kelly, Pa.	Pou
Almon	Dowell	Kinzer	Purnell

The SPEAKER. The doors will now be closed, and the Clerk will call the list of absentees for excuses.

The Clerk called the absentees, as follows:

Mr. ADKINS: No excuse offered.

Mr. ALLGOOD.

Mr. CURRY. I have been requested to announce that Mr. ALLGOOD was obliged to go to his room. I ask that he be excused for this day.

There was no objection.

Mr. BURDICK: No excuse offered.

FORMS OF TITLES

[Always in roman lower case, flush and hang or center]

Joint resolution authorizing the Secretary of the Treasury to issue 2 percent bonds or certificates in exchange for bonds bearing a higher rate of interest

Resolved, etc., That the Secretary of the Treasury be, and he hereby is, etc.

H.R. 4487

A bill to authorize the Rock Island & Southwestern Railway Co. to construct a bridge over the Mississippi River at New Boston, State of Illinois

Be it enacted, etc., That it shall be lawful for the Rock Island & Southwestern Railway Co., a corporation organized under the general incorporations, etc.

[Always abbreviate resolving and enacting clauses of congressional measures as given above, except the following and concurrent resolutions:]

Joint resolution proposing an amendment to the Constitution providing for the election of certain United States officers by the people

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled (two thirds of each House concurring therein), That the following amendment to the Constitution of the United States be proposed to, etc.

Memorial of the settlers of southern Colorado

To the Senate and House of Representatives of the United States in Congress assembled:

The undersigned executive committee of the settlers of southern Colorado, living on what is called the Las Animas grant, would respectfully represent, etc.

ADDRESSES AND SIGNATURES

To the honorable Senate and House of Representatives of the United States of America now assembled at Washington, D. C.:

The undersigned, officers of the Navy of the United States, respectfully show unto your honorable bodies that they are advised that certain persons are, etc.

JOHN L. WORDEN.
A. BRYSON.
EDMD. R. COLHOUN.
J. L. DAVIS.

JAMES G. GREEN.
W. H. H. SOUTHERLAND.
F. F. FLETCHER.
C. C. WILSON.

[From 8 to 20 names, inclusive, without titles following, are set in half measure, in caps and small caps, each name on a separate line, the longest line 1 em from right, as shown above; if more than 20, or if 8 or more with titles following, they are set in full measure, caps and lower-case, run in, indented 3 and 5 ems, as follows:]

Brown, Shipley & Co.; Denniston, Cross & Co.; Fruhling & Goschen, attorneys; C. J. Hambro & Sons; Hardy, Nathan & Co.; Heilbut, Symons & Co.; Henckel du Boisson & Co.; Hoare, Miller & Co., by George Miller; Geo. F. Selby, president Acme Ice Co.

CREDITS

The collector of the general committee has an alphabetical book which contains the names of persons and the amount each individual is required to pay. (Harlan Committee, H.Rept. No. 313, 70th Cong., 3d sess., pp. 250, 251.)

[From the Rochester (N.Y.) Democrat and Chronicle

MR. BACON'S STATEMENT

No fair-minded person can read the very clear and explicit statement made by Mr. BACON to a representative of this journal without being convinced, etc.

EXTRACTS

[Extracts must be set in 6½-point unless ordered otherwise by the Joint Committee on Printing, and the operator will be expected to so set them, whether marked or not, if the copy clearly indicates that they are extracts. This does not refer to casual quotations of a few words in speeches.]

Mr. SHIPSTEAD. Let us see what that is:

The stipulations of this treaty are to be a full settlement of all claims of said Creek Nation for damages and losses of every kind growing out of the late Rebellion—

I do not think he means that—

and all expenditures by the United States of annuities in clothing and feeding refugee and destitute Indians since the diversion of annuities for that purpose consequent upon the late war with the so-called "Confederate States"; and the Creeks hereby ratify and confirm—

What?—

all such diversions of annuities heretofore made from the funds of the Creek Nation by the United States; and the United States agree that no annuities—

And so forth. I believe that shows clearly the purpose of the treaty.

[An address of the President when delivered outside of Congress or referred to as an extract will be set in 6½-point.]

FORMS OF SPEECH HEADS

[Headings over speeches must be set solid in case 131, caps and lower case, regardless of the number of lines such headings make, unless other instructions are given by the foreman. Do not use more leads than are indicated in the following heads:]

President's Message

Case 131

[1 lead]

SPEECH

Case 121

[1 lead]

[1 lead]

OF

6½-pt. Ionic s. c.

[2 leads]

HON. GRANT E. MOUSER, JR.

Case 123

[1 lead]

OF OHIO

Case 119

[2 leads]

IN THE HOUSE OF REPRESENTATIVES

Case 120

[2 leads]

Friday, July 8, 1932

7½-pt. Ionic ital.

[2 leads]

The House in Committee of the Whole House on the state of the Union had under consideration the President's message.

Mr. MOUSER. Mr. Chairman, I hope the few remarks I make this afternoon during this talk fest, which is costing the American taxpayer money, will be helpful.

Saturday, June 11, 1932

7½-pt. Ionic ital.

The House in Committee of the Whole House on the state of the Union had under consideration the conference report on H.R. 7912, the Agricultural appropriation bill.

Mr. CHRISTGAU. Mr. Chairman, I believe in that old saying that an ounce of prevention is better than a pound

[Always *Mr. Speaker* on "leaves to print" and on speeches delivered before the House; but on speeches delivered when the House is in Committee of the Whole, etc., *Mr. Chairman* is the correct form.]

Soldiers of America

Case 131

[1 lead]

EXTENSION OF REMARKS

Case 121

[1 lead]

[1 lead]

OF

6½-pt. Ionic s. c.

[2 leads]

HON. SOL BLOOM

Case 123

[1 lead]

OF NEW YORK

Case 119

[2 leads]

IN THE HOUSE OF REPRESENTATIVES

Case 120

[2 leads]

Friday, July 15, 1932

7½-pt. Ionic ital.

[2 leads]

ADDRESS OF HON. SOL BLOOM, ASSOCIATE DIRECTOR OF THE UNITED STATES GEORGE WASHINGTON BICENTENNIAL COMMISSION, BEFORE VETERANS OF FOREIGN WARS, YORK, PA., APRIL 6, 1932

6½-pt. on 7
Ionic caps

Mr. BLOOM. Mr. Speaker, under leave granted to extend my remarks in the RECORD, I include the following address delivered by me at York, Pa., April 6, 1932:

It is my privilege this year to turn the thoughts of the American people toward George Washington on every available occasion.

In "extension of remarks" speeches the following words may be used under the italic date line when they are supplied by the author; set flush and hang when three lines or more, center when less than three lines:

On the revenue bill (H.R. 8245) to reduce and equalize taxation, to amend and simplify the revenue act of 1918, and for other purposes

CONGRESSIONAL PROCEEDINGS

[The headings *Senate* and *House of Representatives* are to be in case 133 caps, centered across page and the date lines to be in case 121 caps and small caps, also centered. In the Record proper use only one lead above and below heads and extracts, except the heads *Senate* and *House* and date line.]

SENATE

WEDNESDAY, JULY 27, 1932

The Chaplain, Rev. Z^cBarney Thorne Phillips, D.D. LL.D., offered the following prayer:

NAMING A PRESIDING OFFICER

The Secretary, Edwin P. Thayer, read the following communication:

UNITED STATES SENATE,
PRESIDENT PRO TEMPORE,
Washington, D.C., July 27, 1932.

To the Senate:

Being temporarily absent from the Senate, I appoint Hon. HIRAM BINGHAM, a Senator from the State of Connecticut, to perform the duties of the Chair this legislative day.

GEORGE H. MOSES,
President pro tempore.

Mr. BINGHAM thereupon took the chair as presiding officer.

The reading clerk proceeded to read the Journal of the proceedings of the legislative day of Friday, July 22, 1932, when, on the request of Mr. Fess and by unanimous consent, the further reading was dispensed with and the Journal was approved.

MESSAGE FROM THE HOUSE

A message from the House of Representatives by Mr. Rippon, its enrolling clerk, announced that the House had passed a concurrent resolution (H.Con. Res. 25) providing for the employment of telephone operators in the Capitol telephone exchange, in which it requested the concurrence of the Senate.

PETITIONS AND MEMORIALS

Mr. JONES presented a resolution approved and endorsed by George U. Harvey, president of the Borough of Queens, and a committee of ex-service men, all of New York City, N.Y., favoring the adoption of a program including on each recurring Armistice Day (November 11), "roll call" to be sounded at 11 a.m. from the United States Capitol Building, with 2 minutes of silence, and then "taps", as a national symbol in commemoration of those who made the supreme sacrifice in the World War and also a dedication of the living to the service of the Republic, which, with the accompanying papers, was referred to the Committee on the District of Columbia.

Mr. COPELAND presented resolutions adopted by members of Brest Post, No. 2566, Veterans of Foreign Wars of the United States, of Bayside, Long Island, N.Y., protesting against the passage of the so-called "Hill bill," being House bill 12448, to clarify and amend the emergency officers' retirement act, etc., which were referred to the Committee on Military Affairs.

He also presented a resolution adopted by members of the Russian National Mutual Aid Society, of Buffalo, N.Y., protesting against the passage of the so-called "Dies bill," being the bill (H.R. 12044) to provide for the exclusion and expulsion of alien Communists, which was ordered to lie on the table.

[Observe Senate copy in form of petitions and memorials, and follow office style in use of figures, spelling numbers under 10, except in a group, two enumerations to be regarded as a group. (See p. 220.)

Observe the following forms of capitalization and punctuation:

The First Presbyterian Church of Boxtown; the Luther Memorial Church, of Carrville; the Women's Christian Temperance Union of Beansburg; the Moody Temperance Union, of Clayton; General U. S. Grant Post, No. 25, Grand Army of the Republic; Local Union No. 1133, of Bridgeton; Popcorn Grange, No. 47, of Craddock; A. K. Jones and seven others, of Akron; T. P. Loud and other citizens of Boston; Union No. 6, International Association of Machinists, of Brockton; the Times, of Cass; the Board of Trade of Trenton; the City Council of Princeton; the Braintree Shoe Co., of Braintree; the First National Bank of Bladensburg; the Brady National Bank, of Hyattsville; the Society of Christian Endeavor of Riverdale; and the Yarmouth Bridge Co., of Baltimore, all in the State, etc., praying, etc. When a name and a number or address of a society or institution are given, use the comma before *No.* or *of.*]

REPORTS OF COMMITTEES

Mr JONES, from the Committee on Public Lands and Surveys, to which was referred the bill (S. 1099) to amend section 2372 of the Revised Statutes, reported it with an amendment and submitted a report (No. 213) thereon.

Mr. REED, from the Committee on Military Affairs, to which were referred the following bills, reported them each with an amendment and submitted reports thereon:

S. 1541. An act for the relief of J. P. D. Shiebler (Rept. No. 177); and

H.R. 1475. An act providing for a grant of land to the State of Washington for a biological station and general research purposes (Rept. No. 178).

[Observe that the comma is left out after a Senator's or a Member's name when followed by *of* and the State. This applies only to Senators or Members whose names are duplicated, or to enumerations of Senators or Members, as Mr. WALSH of Massachusetts, Mr. JONES of New Mexico, and Mr. WATSON of Indiana were appointed, etc., and is not intended to apply to other than Senators or Members, nor when the Christian name or initials are given, as Mr. Blank, of Wyoming; Mr. EDWARD A. KELLY, of Illinois.

Observe that the No. is dropped from the title of bills in every case where *S.* or *H.R.* is used, and instead of *S. No. 1069* or *H.R. No. 4321* it is *S. 1099* and *H.R. 4321*.]

ENROLLED BILL AND JOINT RESOLUTION PRESENTED

Mr. VANDENBERG (for Mr. WATERMAN), from the Committee on Enrolled Bills, reported that on yesterday, July 6, 1932, that committee presented to the President of the United States the following enrolled bill and joint resolution:

S. 3154. An act authorizing the conveyance of certain lands to the city of Fallon, Nev.; and

S.J.Res. 148. Joint resolution to permit a compact or agreement between the States of Idaho and Wyoming respecting the disposition and apportionment of the waters of the Snake River and its tributaries, and for other purposes.

BILLS AND JOINT RESOLUTION INTRODUCED

Bills and a joint resolution were introduced, read the first time, and, by unanimous consent, the second time, and referred as follows:

By Mr. ROBINSON of Indiana:

A bill (S. 4957) granting an increase of pension to Elizabeth Hippenheimer (with accompanying papers); and

A bill (S. 4958) granting an increase of pension to Michael Burger (with accompanying papers).

By Mr. FRAZIER (for Mr. WHEELER):

A bill (S. 4960) to reduce the area of the Fort Peck irrigation project in the State of Montana; to the Committee on Indian Affairs.

By Mr. COPELAND:

A joint resolution (S.J.Res. 193) amending the appropriation bills for the Interior Department, and the Departments of State, Justice, Commerce, and Labor for the fiscal year 1933; to the Committee on Appropriations.

WITHHELD AND CONCLUDED SPEECH

[Mr. LONG resumed and concluded the speech begun by him on Saturday, which follows entire:]

Saturday, January 14, 1933

Mr. LONG. Mr. President, what is the parliamentary situation?

The VICE PRESIDENT. The question is, Shall the bill pass, and so forth.

Mr. LONG. Mr. President, I wish to say that those of us who are * * *

Monday, January 16, 1933

(Continuation from Saturday, January 14, 1933)

Mr. LONG. Mr. President, I probably should be censured for having taken up several hours * * *

HOUSE JOINT RESOLUTION REFERRED

The joint resolution (H.J.Res. 461) making appropriations to enable the Federal Farm Board to distribute Government-owned wheat and cotton to the American National Red Cross and other organizations for relief of distress, was read twice by its title and referred to the Committee on Appropriations.

MESSAGE FROM THE HOUSE

A message from the House of Representatives, by Mr. Chaffee, one of its clerks, announced that the House had passed without amendment the following bill of the Senate:

S. 4735. An act to authorize the acceptance of relinquishments by the State of Arizona and the city of Tempe, Ariz., to certain tracts of lands granted by the act of April 7, 1930, and to direct the Secretary of the Interior to issue patent to said tracts to the Salt River Valley Water Users Association.

MESSAGES FROM THE PRESIDENT—APPROVAL OF BILLS

Messages in writing from the President of the United States were communicated to the Senate by Mr. Latta, one of his secretaries, who also announced that the President had approved and signed the following acts:

On July 6, 1932:

S. 2570. An act authorizing adjustment of the claim of Joseph E. Bourrie Co.;

S. 3447. An act for the relief of John Stratis;

S. 4759. An act to extend the times for commencing and completing the construction of a bridge across the Missouri River at or near Florence, Nebr.; and

S. 4874. An act to grant a right of way or easement over lands of the United States within the Upper Mississippi River Wild Life and Fish Refuge to the Savanna-Sabula Bridge Co., a corporation, for the construction, maintenance, and operation of a highway between Savanna, Ill., and Sabula, Iowa.

INTERNATIONAL COLONIAL AND OVERSEAS EXPOSITION AT PARIS (S.DOC. NO. 94)

The PRESIDENT pro tempore laid before the Senate a message from the President of the United States, which was read, and, with the accompanying report, referred to the Committee on Foreign Relations and ordered to be printed, as follows:

To the Congress of the United States:

I am forwarding, for the consideration of the Congress, a report of April 30, 1932, from the Acting Secretary of State transmitting the following documents in connection with the participation of this Government in an exposition which was held at Paris, France, in 1931, the preparation for and activities in connection with such participation having extended from 1930 to 1932:

I. Report of the Commissioner General and the Commissioner of the United States of America to the International Colonial Overseas Exposition.

II. Financial statement of appropriations and expenditures in connection with the same.

III. Covering letter of April 30, 1932, from the Commissioner General to the Secretary of State, accompanying the financial statement.

HERBERT HOOVER.

THE WHITE HOUSE, May 13, 1932.

[All communications from the President must be set in 7½-point, but should such communications contain extracts, etc., such extracts must be in 6½-point.]

PAWNEE INDIANS v. THE UNITED STATES (S.DOC. NO. 311)

The VICE PRESIDENT laid before the Senate a communication from the assistant clerk of the Court of Claims, transmitting certified copy of the findings of fact and conclusion filed by the court in the cause of *The Pawnee Tribe of Indians v. The United States*, which was referred to the Committee on Claims and ordered to be printed.

[Note the insertion of (S.Doc. —) in cases where papers are ordered to be printed as a document. To be inserted only when ordered to be printed in copy.]

HOUSE BILLS REFERRED

The following bills were severally read twice by title and referred as indicated below:

H.R. 927. An act for the relief of Capt. Fred S. Johnston; and

H.R. 1268. An act for the relief of the Six-Minute Ferry Co., of Vallejo, Calif.; to the Committee on Claims.

H.R. 1318. An act granting to certain claimants the preferential right to purchase certain alleged public lands in the State of Arkansas, and for other purposes; to the Committee on Public Lands and Surveys.

Third reading and passage of a bill

JOHN B. H. WARING

The bill (S. 667) for the relief of John B. H. Waring was announced as next in order.

The Senate proceeded to consider the bill, which was read, as follows:

Be it enacted, etc., That the President of the United States be, and he is hereby, authorized to restore to John B. H. Waring, etc.

The bill was reported to the Senate without amendment, ordered to be engrossed for a third reading, read the third time, and passed.

Amendment, third reading, and passage of a bill

GOVERNMENT OF THE TERRITORY OF HAWAII

The Senate proceeded to consider the bill (S. 1881) to amend an act entitled "An act to provide a government for the Territory of Hawaii", approved April 30, 1900, as amended, to establish a Hawaiian Homes Commission, and for other purposes, which had been reported from the Committee on Territories and Insular Affairs with amendments.

The first amendment was, on page 4, line 22, to strike out "Keaakupaha" and insert "Keaaukaha."

The amendment was agreed to.

The next amendment was, on page 6, line 19, after the word "except", to insert "by further authorization of Congress and", so as to make the paragraph read:

(1) By further authorization of Congress and for a period of 5 years after the first meeting of the Hawaiian Homes Commission only those lands situate on the island of Molokai, etc.

The amendment was agreed to.

The bill was reported to the Senate as amended, and the amendments were concurred in.

The bill was ordered to be engrossed for a third reading, read the third time, and passed.

The title was amended so as to read: "A bill to amend an act entitled 'An act to provide a government for the Territory of Hawaii', approved April 30, 1900, as amended, to establish a Hawaiian Homes Commission, granting certain powers to the Board of Harbor Commissioners of the Territory of Hawaii, and for other purposes."

Forms of amendments

The joint resolution (S.J. Res. 4) requesting the President to negotiate a treaty or treaties for the protection of salmon in certain parts of the Pacific Ocean was announced as next in order.

Mr. JONES. Mr. President, I have just had an opportunity to examine this joint resolution. I offer this amendment.

The PRESIDING OFFICER. The Secretary will state the amendment offered by the Senator from Washington.

The READING CLERK. On page 1, line 11, it is proposed to strike out the words "both within and", so as to make the joint resolution read:

Resolved, etc., That the President of the United States be, and he is hereby, requested to negotiate on behalf of the United States, as promptly as is practicable.

Mr. McNARY. Mr. President, I observe in the report of the bill by the Chairman of the Foreign Relations Committee that it is reported as a Senate joint resolution. I ask for a modification of it so that it will be a Senate resolution instead of a Senate joint resolution.

The LEGISLATIVE CLERK. It is proposed to strike out "Senate Joint Resolution 4" and insert "Senate Resolution 85."

The PRESIDING OFFICER. Is there objection to the modification? The Chair hears none, and it will be so modified.

Mr. JONES. Would it not be necessary to change the resolving clause also? The resolving clause reads:

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled.

Mr. McNARY. Yes, Mr. President; it should read simply "*Resolved.*" I ask that that change be made.

The LEGISLATIVE CLERK. On page 1, lines 1 and 2, it is proposed to strike out all after the word "*Resolved.*"

The amendment was agreed to.

The VICE PRESIDENT. The next amendment will be stated.

The ASSISTANT SECRETARY. On page 2, line 13, after the word "pound", insert the words "except rice cleaned for use in the manufacture of canned foods", so as to read:

Rice, cleaned, 2 cents per pound, except rice cleaned for use in the manufacture of canned foods.

The VICE PRESIDENT. The question is on agreeing to the amendment.

The amendment was agreed to.

The next amendment was, on page 151, to strike out:

Steamer *Phalarope*: Master, \$1,500; engineer, \$1,200; fireman, \$780; two seamen, at \$810 each; cook, \$870; in all, \$5,970.

The amendment was agreed to.

[Note use of words and figures in the following:]

The next amendment was, on page 34, in line 9, before the word "assistants" to strike out "five" and insert "three"; in line 10, after the word "clerks" and before the words "of class 3", to strike out "seven" and insert "five"; in line 11, before the words "of class 2", to strike out "twelve" and insert "nine"; in the same line, before the words "of class 1", to strike out "twenty-seven" and insert "twenty"; in line 12, before the words "at \$1,000 each", to strike out "three" and insert "two"; and in line 18, to strike out "\$124,940" and insert "\$102,590", so as to read:

EMPLOYEES' COMPENSATION COMMISSION

Salaries: Three commissioners, at \$4,000 each; secretary, \$2,750; attorney, \$4,000; chief statistician \$3,000; chief of accounts, \$2,500; accountant, \$2,250; claim examiners—chief \$2,250, assistant \$2,000, assistant \$1,800, 3 assistants at \$1,600 each; special agents—2 at \$1,800 each, 2 at \$1,600 each; clerks—5 of class 3, 9 of class 2, 20 of class 1, 2 at \$1,000 each; in all, \$102,590.

Mr. MOSES submitted an amendment intended to be proposed by him to the sundry civil appropriation bill, which was ordered to lie on the table and be printed, as follows:

Add a new section, as follows:

"That the President of the Senate appoint three Members of the Senate; and the Speaker of the House three Members of the House."

The Senate resumed the consideration of the bill (H.R. 4075) to limit the immigration of aliens into the United States.

Mr. HAWES. Mr. President, I offer the amendment which I send to the desk.

The VICE PRESIDENT. The amendment will be stated.

The ASSISTANT SECRETARY. On page 9, line 3, it is proposed to amend by striking out "three" and inserting "one", so that it will read:

SEC. 2. (a) That the number of aliens of any nationality who may be admitted under the immigration laws to the United States in any fiscal year shall be limited to 1 per cent of the number of foreign-born persons of such nationality resident in the United States.

The VICE PRESIDENT. The question is on agreeing to the amendment offered by the Senator from Georgia to the amendment of the committee.

The amendment to the amendment was rejected.

The PRESIDING OFFICER. The question is, Shall the bill pass?

Mr. REED. I ask for the yeas and nays on the passage of the bill.

Mr. PATTERSON. Let us have the yeas and nays.

The yeas and nays were ordered, and the reading clerk proceeded to call the roll.

Mr. BROUSSARD (when his name was called). I am paired with the senior Senator from New Hampshire [Mr. MOSES]. I am informed that if he were present he would vote as I intend to vote on the passage of the bill. I therefore feel at liberty to vote, and vote "yea."

Mr. COUZENS. I desire to announce that the Senator from Maryland [Mr. TYDINGS], the senior Senator from New Hampshire [Mr. MOSES], and the Senator from Delaware [Mr. HASTINGS] would vote for the bill if present. They are necessarily absent.

The result was announced—yeas 78, nays 1, as follows:

YEAS—78			
Broussard	Hebert	Neely	Pittman
Bulow	Kean	Nye	Stephens
NAYS—1			
Reed			
NOT VOTING—17			
Bailey	Dale	Metcalf	Trammell
Borah	Keyes	Norbeck	Walcott

EXECUTIVE SESSION

Mr. WATSON. I move that the Senate proceed to the consideration of executive business.

The motion was agreed to; and the Senate proceeded to the consideration of executive business. After 5 minutes spent in executive session the doors were reopened.

RECESS

Mr. WATSON. I move that the Senate take a recess until tomorrow at 12 o'clock.

The motion was agreed to; and (at 4 o'clock and 56 minutes p.m.) the Senate took a recess until tomorrow, Tuesday, June 7, 1932, at 12 o'clock meridian.

[If the executive session is an open one, the following usually precedes the adjournment heading:]

TREATY OF ARBITRATION AND CONCILIATION WITH SWITZERLAND¹

The Chief Clerk proceeded to read Executive B, a treaty of arbitration and conciliation with Switzerland, signed at Washington on February 16, 1931, which was considered as in Committee of the Whole, and is as follows:

To the Senate of the United States:

To the end that I may receive the advice and consent of the Senate to ratification, I transmit herewith a treaty of arbitration and conciliation between the United States and Switzerland, signed at Washington on February 16, 1931.

HERBERT HOOVER.

THE WHITE HOUSE, February 3, 1932.

NOMINATIONS

Executive nominations received by the Senate April 14 (legislative day of April 13), 1932

[Under heading *Postmaster*, omit the State subheading if only one nomination or confirmation is given. Under the heads *Nominations*, *Confirmations*, *Withdrawal*, and *Rejection*, the following scheme for subheads is to be followed:]

First head.....	7½-point caps and small caps.
With one subhead....	7½-point caps and small caps.
	7½-point small caps.
With two subheads....	7½-point caps and small caps.
	7½-point small caps.
	7½-point italic lower case.
With three subheads....	7½-point caps and small caps.
	7½-point small caps.
	7½-point italic lower case.
	6½-point small caps.

AMBASSADOR EXTRAORDINARY AND PLENIPOTENTIARY

Walter E. Edge, of New Jersey, to be Ambassador Extraordinary and Plenipotentiary of the United States of America to France.

¹ This heading would be small caps if preceding an adjournment.

UNITED STATES MARSHALS

James A. Stafford, of Alabama, to be United States marshal, southern district of Alabama. (He is now serving in this position under an appointment which expires January 16, 1932.)

Charles N. Hildreth, Jr., of Florida, to be United States marshal, southern district of Florida. (He is now serving in this position under an appointment by the court.)

APPOINTMENTS IN THE REGULAR ARMY

TO BE MAJOR GENERAL

Brig. Gen. Edgar Thomas Collins, from June 1, 1932, vice Maj. Gen. John L. Hines, to be retired from active service May 31, 1932.

TO BE BRIGADIER GENERALS

Col. Julian Robert Lindsey, Cavalry, from January 1, 1932, vice Brig. Gen. Henry J. Hatch, died December 31, 1931.

Col. Perry Lester Miles, Infantry, from February 1, 1932, vice Brig. Gen. William P. Jackson, to be retired from active service January 31, 1931.

Col. Louis Meredith Nuttman, Infantry, vice Brig. Gen. Campbell King, to be appointed major general, May 1, 1932.

APPOINTMENTS AND PROMOTIONS IN THE NAVY

The following-named surgeons to be medical inspectors in the Navy, with the rank of commander, from the 1st day of September, 1931:

Carleton I. Wood	Joel T. Boone
William W. Wickersham	Frederic L. Conklin
William H. Michael	

Civil Engineer Ralph D. Spalding to be a civil engineer in the Navy, with the rank of commander, from the 1st day of April, 1927.

Commander Claude B. Mayo to be a captain in the Navy from the 1st day of December, 1931.

POSTMASTERS

ALABAMA¹

John L. Miller to be postmaster at Berry, Ala., in place of J. L. Miller. Incumbent's commission expired January 17, 1931.

Anna M. Nabors to be postmaster at Boothton, Ala., in place of A. M. Nabors. Incumbent's commission expired December 13, 1930.

Charles W. Massengale to be postmaster at Greensboro, Ala., in place of L. M. Otts, resigned.

Euline G. Holsonback to be postmaster at Kennedy, Ala., in place of H. M. Guin, deceased.

CONFIRMATIONS

Executive nominations confirmed by the Senate January 7, 1932

AMBASSADOR EXTRAORDINARY AND PLENIPOTENTIARY

Walter E. Edge to be Ambassador Extraordinary and Plenipotentiary to France.

CONSUL OF CLASS 4

Charles L. Hoover to be a consul of class 4.

APPOINTMENTS IN THE ARMY

GENERAL OFFICERS

To be major generals

Brig. Gen. Clarence Ransom Edwards.

Brig. Gen. James William McAndrew.

APPOINTMENT IN OFFICERS' RESERVE CORPS

Hugh S. Johnson to be brigadier general.

¹ See note under "Nominations", p. 234.

PROMOTIONS AND APPOINTMENTS IN THE NAVY

Capt. William A. Moffett to be Chief of the Bureau of Aeronautics with the rank of rear admiral.

The following-named lieutenants (junior grade) to be lieutenants:

Paul S. Goen

John Smith

James K. Davis

Richard Arm

James J. O'Connor to be an assistant surgeon with the rank of lieutenant (junior grade).

UNITED STATES ATTORNEY

Leroy M. Sullivan to be United States attorney, District of Alaska, division No. 2.

POSTMASTERS

ALASKA

Earl T. Stannard, Latouche.

ARIZONA

Leonard D. Redfield, Benson.

Harry G. White, Glendale.

Luther Cadwell, Holbrook.

WITHDRAWALS

Executive nominations withdrawn from the Senate January 9, 1932

POSTMASTERS

ARKANSAS

Cary Johnson to be postmaster at Hot Springs, in the State of Arkansas.

WASHINGTON

Thomas J. Atwood to be postmaster at Sultan, in the State of Washington.

REJECTION

Executive nomination rejected by the Senate January 9 (legislative day of January 7), 1932

RECORDER OF DEEDS FOR THE DISTRICT OF COLUMBIA

Henry Lincoln Johnson to be recorder of deeds, District of Columbia.

HOUSE OF REPRESENTATIVES

SATURDAY, JULY 16, 1932

The House met at 12 o'clock noon.

The Chaplain, Rev. James Shera Montgomery, D.D., offered the following prayer:

THE JOURNAL

The Journal of the proceedings of Friday was read and approved.

SWEARING IN OF MEMBERS

Mr. HALL, of Mississippi, Mr. HOPKINS, of Missouri, and Mr. WELCH, of California, appeared before the bar of the House and took the oath of office.

MESSAGE FROM THE SENATE

A message from the Senate by Mr. Craven, its principal clerk, announced that the Senate had passed without amendment bills of the House of the following titles:

H.R. 5953. An act for the relief of E. L. F. Auffurth; and

H.R. 6350. An act for the relief of Bertram Lehman.

The message also announced that the Senate had passed bills of the following titles, in which the concurrence of the House is requested:

S. 224. An act authorizing the Secretary of the Interior to purchase, etc.; and
S. 2062. An act ratifying, confirming, and approving certain acts of the Legislature of Hawaii granting franchises for the manufacture, distribution, etc.

The message also announced that the Senate had passed, with amendments, in which the concurrence of the House is requested, bills of the House of the following titles:

H.R. 10126. An act for the relief of Loretta Pepper; and

H.R. 10974. An act for the relief of Carl Holm.

[Observe that bills from the Senate to the House read *An act*. If the copy should read *A bill*, change to *An act* in conformity with this rule, and place number first.]
[Note also the following forms:]

A message from the Senate by Mr. Crockett, one of its clerks, announced that the Senate had passed with an amendment the bill (H.R. 3707) making appropriations for certain expenses incident to the first session of the Sixtieth Congress, in which the concurrence of the House of Representatives is requested.

The message also announced that the Senate had passed a joint resolution (S.J. Res. 20) making the sum of \$150,000 for the construction, etc.

The message also announced that the Senate had passed the following resolution:

Senate Resolution 94

Resolved, That the Senate has heard with profound sorrow the announcement of the death of Hon. HENRY ST. GEORGE TUCKER, late a Representative from the State of Virginia, etc.

MESSAGE FROM THE PRESIDENT

A message in writing from the President of the United States was communicated to the House by Mr. Latta, one of his secretaries.

The Committee informally rose; and the Speaker having resumed the chair, a message in writing from the President of the United States was communicated to the House by Mr. Latta, one of his secretaries, who also informed the House that on the following dates the President approved and signed bills and joint resolution of the House of the following titles:

On May 25, 1932:

H.R. 6573. An act to further reclassify postmasters and employees of the Postal Service and readjust their salaries and compensation on an equitable basis, and for other purposes.

[Observe that bills coming from the President take the form of *An act*. This rule must be followed invariably, even if the copy reads *A bill*.]

On May 28, 1932:
H.J. Res. 32. Joint resolution to change the name of the Grand River in Colorado and Utah to the Colorado River.

EDNA DUCE AND ETHEL MASON

Mr. MONTAGUE. Mr. Speaker, I ask consideration of the privileged resolution which I send to the Clerk's desk.

The SPEAKER. The Clerk will report the resolution.

The Clerk read as follows:

House Resolution 127

Resolved, That the Clerk of the House of Representatives be, and he is hereby, authorized and directed to pay, out of the contingent fund of the House, to Edna Duce the sum of \$153.33 and to Ethel Mason the sum of \$153.33, being the amount received by them per month as clerks to the late Hon. Henry St. George Tucker at the time of his death, June 17, 1921.

[Note that center line is *House Resolution 127*, not *No. 127*. Use *No.* elsewhere when in copy.]

Mr. MONTAGUE. Mr. Speaker, it is the usual resolution for the employees of a deceased Member. I ask for the adoption of the resolution.

The question was taken, and the resolution was agreed to.

BILLS PRESENTED TO THE PRESIDENT

Mr. CAMPBELL of Iowa, from the Committee on Enrolled Bills, reported that that committee did on this day present to the President, for his approval, bills of the House of the following titles:

H.R. 9899. An act for the relief of Milton Longsdorf; and

H.R. 10125. An act for the relief of Leo Scheuren.

ENROLLED BILL SIGNED

Mr. CAMPBELL of Iowa, from the Committee on Enrolled Bills, reported that that committee had examined and found truly enrolled bill of the House of the following title, which was thereupon signed by the Speaker:

H.R. 5756. An act to amend an act entitled "An act to declare the purpose of the United States as to the future political status of the people", etc.

LEAVE OF ABSENCE

By unanimous consent, leave of absence was granted as follows:

To Mr. KNUTSON, for 2 weeks, on account of illness.

To Mr. LARSEN, indefinitely, on account of illness in family.

THE PRIVATE CALENDAR

The SPEAKER. The gentleman from Pennsylvania asks unanimous consent that the bills on the Private Calendar be considered in the House as in Committee of the Whole. Is there objection? [After a pause.] The Chair hears none. The Clerk will report the first bill.

The Clerk read as follows:

H.R. 1362

A bill for the relief of M. Fine & Sons

Be it enacted, etc., That the Secretary of the Treasury be, and he is hereby, authorized and directed to pay the sum of \$13,473 to M. Fine & Sons.

The SPEAKER. The gentleman from Pennsylvania offers an amendment, which the Clerk will report.

The Clerk read as follows:

Amendment by Mr. ESTEP: In line 4, after the word "pay", add a comma and the following words: "out of any money in the Treasury not otherwise appropriated."

The SPEAKER. The question is on agreeing to the amendment.

The amendment was agreed to.

The bill as amended was ordered to be engrossed and read a third time, was read the third time, and passed.

On motion of Mr. ESTEP, a motion to reconsider the vote by which the bill was passed was laid on [not upon] the table.

SENATE BILL REFERRED

Bill of the Senate of the following title was taken from the Speaker's table and, under the rule, referred as follows:

S. 1039. An act for the public protection of maternity and infancy and providing a method of cooperation between the Government of the United States and the several States; to the Committee on Interstate and Foreign Commerce.

[In the reference of Senate acts to House committees the name of the committee will be repeated after each act, though there may be several acts referred to the same committee.]

Committee of the Whole House on the state of the Union

EMERGENCY TARIFF

Mr. YATES. Mr. Speaker, I move that the House resolve itself into the Committee of the Whole House on the state of the Union for the consideration of the bill (H. R. 2435) imposing temporary duties upon certain agricultural products, and so forth.

The SPEAKER. Is there objection? [After a pause.] The Chair hears none. The question is on the motion of the gentleman from North Dakota that the House resolve itself into the Committee of the Whole House on the state of the Union for the consideration of the bill H. R. 2435, the emergency tariff bill.

The motion was agreed to.

Accordingly the House resolved itself into the Committee of the Whole House on the state of the Union for the consideration of the bill H. R. 2435, with Mr. PURNELL in the chair.

The CHAIRMAN. The Clerk will report the bill.

The Clerk read the bill, as follows:

Be it enacted, etc.—

TITLE I

EMERGENCY TARIFF

That on and after the day following the passage of this act, for the period of six months, there shall be levied, collected, and paid upon the following articles, when imported from any foreign country into the United States or into any of its possessions (except the Philippine Islands, the Virgin Islands, and the islands of Guam and Tutuila), the rates of duty which are prescribed by this section, namely:

Mr. MILLARD. Mr. Chairman, I offer an amendment, which I send to the Clerk's desk.

The CHAIRMAN. The gentleman from New York offers an amendment, which the Clerk will report.

The Clerk read as follows:

Amendment offered by Mr. MILLARD: Page 2, line 1, after the word "bushel", insert "*Provided, That wheat in transit upon the Great Lakes shall not be subject to the duty hereby imposed.*"

[Mr. HUDDLESTON addressed the committee. His remarks will appear hereafter in the Appendix.]

Mr. YATES. Mr. Chairman, I move that the committee do now rise.

The motion was agreed to.

Accordingly the Committee rose; and the Speaker having resumed the chair, Mr. CAMPBELL of Pennsylvania, Chairman of the Committee of the Whole House on the state of the Union, reported that that committee, having had under consideration the bill H. R. 2435, had come to no resolution thereon.

Conference report and statement

Conference reports to be set in 7½ point. Statement to be set in 7½ point, except extracts, which should be set in 6½ point.

Use 8-point slug before and after conference report and statement.

In the Senate place the names of Senators first. In the House the names of Members are to be first.

Do not change the language or punctuation of amendments in conference reports. Typographical errors should be corrected, and caps, abbreviations, and figures should be used according to this *STYLE MANUAL*. Observe the form *Amendments numbered 1, 2, 3, etc.*, and when the amendment is to make an independent paragraph the phrase *And the Senate [or House] agree to the same* will be a paragraph by itself; otherwise it will be run in after the amendment with a semicolon. Examples of each are given in the report following.

In the statement change *numbered*, when in copy, to *no.*, as *amendment no. 1*, but do not supply *no.* or *amendment* if omitted in copy; otherwise regular style will prevail.

Note particularly that in Senate copy of conference reports the form *Amendment numbered 1, etc.*, is generally stricken from the beginning of the paragraph by the clerks.

(See pp. 275 and 277 for styles of conference report set as House report and as Senate document.)

CONFERENCE REPORT

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate (nos. 46-168, both inclusive) to the bill (H.R. 11267) making appropriations for the legislative branch of the Government for the fiscal year ending June 30, 1933, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 49, 51, 62½, 65, 67, 71, 75, 77, 78, 79, 80, 94, 96, 97, 98, 99, 100, 102, and 132.

That the House recede from its disagreement to the amendments of the Senate numbered 48, 50, 52, 53, 54, 55, 56, 63, 72, 73, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 95, and 168, and agree to the same.

Amendment numbered 57: That the House recede from its disagreement to the amendment of the Senate numbered 57, and agree to the same with an amendment as follows: On page 13 of the Senate engrossed amendments, line 9, strike out "206" and insert "207"; and the Senate agree to the same.

Amendment numbered 58: That the House recede from its disagreement to the amendment of the Senate numbered 58, and agree to the same with an amendment as follows: On page 13 of the Senate engrossed amendments, line 22, strike out "207" and insert "208", and on page 14 of the Senate engrossed amendments line 4, after "payment", insert a comma and the following: "under section 3" and a comma; and the Senate agree to the same.

Amendment numbered 59: That the House recede from its disagreement to the amendment of the Senate numbered 59, and agree to the same with an amendment as follows: On page 14 of the Senate engrossed amendments, line 11, strike out "208" and insert "209"; and the Senate agree to the same.

Amendment numbered 150: That the House recede from its disagreement to the amendment of the Senate numbered 150, and agree to the same with an amendment as follows: In lieu of the matter proposed to be stricken out by the Senate amendment insert a comma and the following: "and all officers and employees of the division and the commission not indispensable to the service shall be dismissed"; and the Senate agree to the same.

The committee of conference have not agreed on amendment numbered 46.

JOHN McDUFFIE,
L. W. DOUGLAS,
WILL R. WOOD,

Managers on the part of the House.

W. L. JONES,
REED SMOOT,
FREDERICK HALE,
E. S. BROUSSARD,
SAM G. BRATTON,

Managers on the part of the Senate.

[Eight-point slug here. Extracts in statement to be set in 6½-point.]

STATEMENT

The managers on the part of the House at the conference on the disagreeing votes of the two Houses on the amendments of the Senate (nos. 46-168, both inclusive), to the bill (H.R. 11267) making appropriations for the legislative branch of the Government for the fiscal year ending June 30, 1933, and for other purposes, submit the following written statement in explanation of the effect of the action agreed upon by the conferees and recommended in the accompanying conference report:

On amendment no. 46: On this amendment, embracing title I of part II of the bill, relating to furloughs, permanent and temporary salary reductions, etc., the committee of conference have reached no agreement.

On amendment no. 47: This amendment eliminates the House provision requiring the permanent separation from the service of employees who reached or have reached the retirement age. The House recedes with an amendment restoring the House provision and adding a proviso which authorizes the President to exempt from the operation of the section, when in his judgment the public interest requires, persons designated by him.

On amendment no. 48: This amendment inserts a section heading. The House recedes.

On amendment no. 49: This amendment makes a change in a section number. The Senate recedes.

JOHN McDUFFIE,
L. W. DOUGLAS,
WILL R. WOOD,
Managers on the part of the House.

[Eight-point slug after the statement.]

Pension bills

PENSIONS

The SPEAKER pro tempore. Under the previous order of the House, private pension bills and bills relating to pension legislation are in order for consideration today.

Mr. LaGUARDIA. Mr. Speaker, I move that the House resolve itself into the Committee of the Whole House for the consideration of the bill (H.R. 5214) granting pensions and increase of pensions to certain soldiers and sailors of the Regular Army and Navy, and certain soldiers and sailors of wars other than the Civil War, and to widows of such soldiers and sailors; and, pending that, I would like to ask if we can make some arrangement as to the time for general debate?

The motion of Mr. LaGUARDIA was agreed to.

Accordingly the House resolved itself into the Committee of the Whole House, with Mr. CABLE in the chair.

The Clerk read the title of the bill H.R. 5214.

The bill is as follows:

Be it enacted, etc., That the Administrator of Veterans' Affairs be, and he is hereby, authorized and directed to place on the pension roll, subject to the provisions and limitations of the pension laws—

The name of Hattie Hjelmberg, widow of William Hjelmberg, late of the Fourth Company United States Coast Artillery Corps, War with Spain, and pay her a pension at the rate of \$12 per month.

The name of Julia M. Porter, widow of Clinton A. Porter, late of Company F, First Regiment New Hampshire Infantry, War with Spain, and pay her a pension at the rate of \$20 per month.

This bill is a substitute for the following bills referred to the Committee on Pensions:

H.R. 400. Hattie Hjelmberg
H.R. 416. Julia M. Porter
H.R. 424. Annie M. Sullivan

H.R. 1248. Florence Hall
H.R. 1250. Emma M. H. Haas
H.R. 1358. Alice A. Warner

Mr. FULLER. Mr. Speaker, I call up the bill (H.R. 6507) granting pensions and increase of pensions to certain soldiers and sailors of the Civil War and certain widows and dependent children of soldiers and sailors of said war, and I ask unanimous consent that this bill be considered in the House as in Committee of the Whole House.

The SPEAKER pro tempore. The Chair hears no objection, and the Clerk will report the bill.

The Clerk read the bill, as follows:

Be it enacted, etc., That the Administrator of Veterans' Affairs be, and he is hereby, authorized and directed to place on the pension roll, subject to the provisions and limitations of the pension laws—

The name of Mary M. Lytel, helpless and dependent daughter of Isaac Lytel, late of Company D, One Hundred and Eighteenth Regiment Ohio Volunteer Infantry, and pay her a pension at the rate of \$20 per month.

The name of Esther H. Drake, widow of George F. Drake, late of Company D, One Hundred and First Regiment Ohio Volunteer Infantry, and pay her a pension at the rate of \$30 per month.

The foregoing bill is a substitute for the following House bills referred to said committee:

H.R. 308. Mary M. Lytel
H.R. 309. Esther H. Drake
H.R. 401. Mary F. Zuill

H.R. 1659. Eliza F. Platt
H.R. 1667. Elisha R. Kenyon
H.R. 1710. Louisa Lee

Amendments

[As figures are now used in bills to express sums of money, dates, paragraph numbers, etc., amendments involving such expressions must be set in figures, thus: Strike out "\$840" and insert "\$1,000", etc. For other enumerations in bill style see p. 97.]

The next business on the Speaker's table was the bill (H.R. 4167) to enable national banking associations to extend their corporate existence, returned from the Senate with sundry amendments.

The SPEAKER. The Clerk will read the amendments.

The Clerk read the amendments, as follows:

First amendment: Page 2, line 20, after the word "law", insert "or unless hereafter modified or repealed."

Add to line 21, as follows:

"*Provided*, That soldiers and sailors who lost either an arm or a leg during the late war shall be exempt from paying any special tax as peddlers of tobacco, snuff, or cigars."

[Observe that amendments are quoted when preceded by 6½-point introduction.]

Mr. MAAS. I move the following amendments:

The amendments were read, as follows:

In line 3, after the word "condemned", insert "cast-iron cannon."

In line 5, strike out "to be used" and insert "for use and ornamentation."

Page 2, line 14, strike out "southern."

The reading of the bill was resumed.

The next amendment was, in line 25, after the word "book", to strike out "cases" and insert "rests"; in the same line, strike out "\$5,000" and insert "\$2,500", so as to make the clause read:

For purchase of ice, buckets, file holders, book rests, and clocks, \$8,600; \$2,500 of this sum to be expended for shelving and file holders in the Second Auditor's office.

The amendment was agreed to.

The Clerk read as follows:

Amend by striking out the words "from the date of her husband's death."

The amendment was agreed to, and the bill as amended was ordered engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

Adjournment, recess, and evening session

ADJOURNMENT

Mr. SNELL. Mr. Speaker, I move that the House do now adjourn.

The motion was agreed to; accordingly (at 5 o'clock and 48 minutes p.m.) the House adjourned until tomorrow, Wednesday, July 13, 1932, at 12 o'clock noon.

RECESS

The SPEAKER. The hour for the recess has arrived. The Chair will state that should he be absent this evening, the gentleman from Ohio, Mr. BOLTON, will act as Speaker pro tempore.

The hour of half past 4 o'clock having arrived, the House, in pursuance of its order, took a recess until half past 7 o'clock this evening.

EVENING SESSION

The recess having expired, the House reassembled at half past 7 o'clock p.m. and was called to order by Mr. BOLTON as Speaker pro tempore.

[Follow copy as to expressing time of adjournment, as 6 o'clock and 25 minutes p.m., or 6:25 p.m. If necessary, the small-cap heads "Recess" and "Adjournment" must be supplied in House and Senate copy.]

House briefs

[The briefs follow at end of day's proceedings. Heads (in capitals) and dashes to be used as shown here.]

EXECUTIVE COMMUNICATIONS, ETC.

Under clause 2 of rule XXIV, executive communications were taken from the Speaker's table and referred as follows:

623. A letter from the Secretary of War, transmitting a report dated June 28, 1932, from the Chief of Engineers, United States Army, on preliminary examination and survey of Gloucester Harbor and Annisquam River, Mass.; to the Committee on Rivers and Harbors.

624. A letter from the Secretary of War, transmitting a report dated June 28, 1932, from the Chief of Engineers, United States Army, on preliminary examination and survey of waterway from Miami to Key West, Fla.; to the Committee on Rivers and Harbors.

[Use the following form if only one communication is submitted:]

194. Under clause 2 of rule XXIV, a letter from the Secretary of the Treasury, transmitting a statement of the estimated cost of revised central heating, lighting, and power plant project, Washington, D.C. (H.Doc. No. 102), was taken from the Speaker's table, referred to the Committee on Public Buildings and Grounds, and ordered to be printed.

[Note the insertion of "(H. Doc. No. —)" in cases where papers are ordered to be printed as a document. To be inserted only when ordered to be printed appears in copy.]

REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII,

Mr. CONNERY: Committee on Labor. S. 4661. An act to repeal an act entitled "An act to legalize the incorporation of National Trades Unions," approved June 29, 1886; without amendment (Rept. No. 1763). Referred to the House Calendar.

Mr. RAINEY: Committee on Ways and Means. H.R. 12946. A bill to relieve destitution, to broaden the lending powers of the Reconstruction Finance Corporation, and to create employment by providing for and expediting a public-works program; without amendment (Rept. No. 1765). Referred to the Committee of the Whole House on the state of the Union.

Mr. O'CONNOR: Committee on Rules. House Resolution 285. Resolution for consideration of H.R. 12946, a bill to relieve destitution, to broaden the lending powers of the Reconstruction Finance Corporation, and to create employment by providing for and expediting a public-works program; without amendment (Rept. No. 1766). Referred to the House Calendar.

[Use above form also when only one report is submitted.]

REPORTS OF COMMITTEES ON PRIVATE BILLS AND RESOLUTIONS

Under clause 2 of rule XIII,

Mr. GOSS: Committee on Military Affairs. H.R. 5770. A bill for the relief of George Tatum; with amendment (Rept. No. 1154). Referred to the Committee of the Whole House.

Mr. PARKER of Georgia: Committee on Military Affairs. H.R. 1825. A bill for the relief of William M. Stoddard; with amendment (Rept. No. 1155). Referred to the Committee of the Whole House.

Mr. CHIPERFIELD: Committee on Military Affairs. H.R. 2445. A bill for the relief of Clarence R. Killion; with amendment (Rept. No. 1156). Referred to the Committee of the Whole House.

[Use above form also when only one report is submitted.]

ADVERSE REPORTS

Under clause 2 of rule XIII,

Mr. MARTIN of Oregon: Committee on War Claims. H.R. 3347. A bill for the relief of Edward Dietrich, a veteran of the World War (Rept. No. 1054). Laid on the table.

Mr. STEVENSON: Committee on Printing. House Resolution 188. Resolution to provide for printing of 1,000 additional copies of the hearings held before the Committee on Banking and Currency of the House on the bill H.R. 10517, entitled "For increasing and stabilizing the price level of commodities, and for other purposes" (Rept. No. 1035). Ordered to be printed.

[Use above form also when only one report is submitted.]

MOTIONS TO DISCHARGE COMMITTEES

Under clause 4 of rule XXVII, motions to discharge committees were filed as follows:

[Omitted from the Record of April 28, 1932]

By Mr. HADLEY: Motion to discharge the Committee on Interstate and Foreign Commerce from the further consideration of the bill (H.R. 263) to amend section 4 of the act to regulate commerce, approved February 4, 1887, as amended.

Also, motion to discharge the Committee on the Judiciary from the further consideration of the bill (H.R. 264) providing for an additional judge for the district of Arizona.

[Submitted April 30, 1932]

By Mr. WASON: Motion to discharge the Committee on Revision of the Laws from the further consideration of the bill (H.R. 12) to consolidate, codify, revise, and reenact the general and permanent laws of the United States in force March 4, 1919.

CHANGE OF REFERENCE

Under clause 2 of rule XXII, committees were discharged from the consideration of the following bills, which were referred as follows:

A bill (H.R. 9800) granting an increase of pension to Sarah J. Lake; Committee on Pensions discharged, and referred to the Committee on Invalid Pensions.

A bill (H.R. 3605) for the relief of Alvah Holmes Mitchell; Committee on Claims discharged, and referred to the Committee on War Claims.

A bill (H.R. 10351) approving and confirming contract for apportionment of waters of Ahtanum Creek, Wash., between Yakima Indian Reservation and lands north thereof, dated May 9, 1908; Committee on Irrigation and Reclamation discharged, and referred to the Committee on Indian Affairs.

[Use the following form when only one change of reference is submitted:]

Under clause 2 of rule XXII, the Committee on Invalid Pensions was discharged from the consideration of the bill (H.R. 7274) granting a pension to Peter F. Fleming, and the same was referred to the Committee on Pensions.

PUBLIC BILLS AND RESOLUTIONS

Under clause 3 of rule XXII, public bills and resolutions were introduced and severally referred as follows:

By Mr. SWEENEY: A bill (H.R. 11291) to amend the act of March 3, 1913, entitled "An act to regulate the officering and manning of vessels subject to the inspection laws of the United States", approved May 11, 1918; to the Committee on Merchant Marine, Radio, and Fisheries.

By Mr. CHRISTOPHERSON: A bill (H.R. 11292) to provide for the reorganization and consolidation of the various departments and establishments in the executive branch of the Government, and for other purposes; to the Committee on Expenditures in the Executive Departments.

By Mr. NELSON of Maine: A bill (H.R. 11293) to validate certain records and naturalization certificates of certain courts in the State of Maine; to the Committee on the Judiciary.

[Use the following form when only one bill or resolution is submitted:]

Under clause 3 of rule XXII,

Mr. PATTERSON introduced a bill (H.R. 7566) to increase the cost of the public building at Woodbury, N.J., which was referred to the Committee on Public Buildings and Grounds.

MEMORIALS

Under clause 3 of rule XXII, memorials were presented and referred as follows:

[Use the following form when submitted by the Speaker if by the Speaker is not in copy:]

Memorial of the Legislature of the State of Maine, memorializing Congress to impose a tax upon all imported products equal to the difference between par of exchange and current quotations of exchange of those countries which, by going off the gold basis, have depreciated their currencies; to the Committee on Ways and Means.

By Mr. WOOD of Indiana: Memorial of the Legislature of the State of Indiana, urging Congress to enact, etc.; to the Committee on the Library.

PRIVATE BILLS AND RESOLUTIONS

Under clause 1 of rule XXII, private bills and resolutions were introduced and severally referred as follows:

By Mr. UNDERWOOD: A bill (H.R. 11290) granting pensions and increase of pensions to certain soldiers and sailors of the Civil War and certain widows and dependent children of soldiers and sailors of said war; to the Committee of the Whole House on the state of the Union.

By Mr. ARNOLD: A bill (H.R. 11301) granting an increase of pension to Frances F. Shick; to the Committee on Invalid Pensions.

Also, a bill (H.R. 11302) granting an increase of pension to Bethel Ferren; to the Committee on Pensions.

By Mr. BARTON: A bill (H.R. 11303) granting a pension to William T. Martin; to the Committee on Invalid Pensions.

[Use the following form if only one bill or resolution is submitted:

Under clause 1 of rule XXII,

Mr. ARENTZ introduced a bill (H.R. 6322) authorizing the Secretary of War to donate to the Parents' Association of Public School No. 52, Broadway and Academy Streets, New York City, two German cannons or fieldpieces, which was referred to the Committee on Military Affairs.

 PETITIONS, ETC.

Under clause 1 of rule XXII, petitions and papers were laid on the Clerk's desk and referred as follows:

[Use the following form when submitted by the Speaker if *by the Speaker* is not in copy:]

2395. Petition of M. G. Sperry and E. L. Seal, relating to the American Legion; to the Committee on the Judiciary.

2396. By Mr. LEA: Petition of citizens of Danville, Ill., protesting against legislation restricting the freedom of worship (H.R. 4388); to the Committee on the District of Columbia.

[Use the following form if only one petition, etc., is submitted:]

Under clause 1 of rule XXII,

14. Mr. KELLER presented a petition of 33 members of the Women's Hospital Auxiliary, of Flint, Mich., favoring passage of the Sheppard-Towner bill, which was referred to the Committee on Education.

[Showing use of italic lines over petitions, etc.]

[Omitted from the Record of August 10, 1932]

2349. By Mr. BRIGGS: House concurrent resolution 13 of the Texas Legislature, urging immediate official recognition by the United States of the Government of Mexico as administered by President Obregon; to the Committee on Foreign Affairs.

2350. By Mr. FINLEY: Petition of town officials and 644 other citizens of Manchester, Conn., in favor of an appropriation for a building for post-office purposes; to the Committee on Public Buildings and Grounds.

[Submitted August 11, 1932]

2360. By Mr. SNELL (by request): Cablegram from the Asociación de Hacendados y Colonos, of Cuba, urging larger concessions to Cuban sugar and tobacco in the reciprocity treaty; to the Committee on Ways and Means.

2361. Also (by request), resolution of the St. Paul Council of the American Association for the Recognition of the Irish Republic, opposing the Penrose bill (S. 2135); to the Committee on Ways and Means.

[In petitions, if *et al.* is used change it to *and others.*]

CONGRESSIONAL RECORD INDEX

RULES AND EXAMPLES

Set in 6½-point, Record measure, one lead before flush lines.

Cap lines flush, blue underscore; italic lines, 1 em indention, red underscore; committee lines, 2 ems indention; other matter indented 3 ems and overs 4 ems; but where a 3-em dash is used as a ditto, or an italic side head is run into text, the overruns above and below will be 7 ems.

Abbreviate months if in brackets or parentheses and followed by the day of the month.

Abbreviate States after all geographic names throughout index, omitting space after point, as N.Y., N.Mex., etc.

Comma precedes folio figures.

Names of vessels in italic—U.S.S. *Brooklyn*

Use roman for words in parentheses as (Omitted in Record), (Appendix), (deceased), (administrator), (vessel), (House), (Senate), (city), (State), etc.

Record, referring to Congressional Record, cap and lower case.

In the semimonthly index, if copy shows figures in both black and red ink, print black-ink figures only, restoring those which have been stricken through, disregarding the red-ink changes.

Observe the following forms: (Omitted in Record), (Rept. 349), (S.Rept. 25), (H.Rept. 41), (S.Doc. 23), (H.Doc. 47), (H.J.Res. 26), (H.Con.Res. 5), (H.Res. 7), (S.Res. 7), (S.J.Res. 6), (S.Con.Res. 7).

[Public, No. 16.]

(See bill S. 546—Capper bill.)

If the numbers of several bills are given, use this form: S. 24, 2486; H.R. 217, 2287, etc.; that is, do not repeat S. or H.R. with each number. Separate the groups by a semicolon.

In cap lines use small-cap "v." for versus.

Style of Semimonthly Index

[One 2-point lead before each flush line.]

MCGILL, GEORGE (*a Senator from Kansas*).

Appointed presiding officer, 4451.

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Bills and joint resolutions introduced by

Aimes, Clement F. S.: to increase pension (see bill S. 2313), 4634.

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Farm products: exportation of, 4506.

Success—steamer: registry for, 394.

Reports made by, from

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National defense act amendment (S.Rept. 238), 4778.

Springfield Armory, Mass.: release certain right of way at (S.Rept. 237), 4778

COMMITTEE ON THE TERRITORIES (House).

Reports by

Franchises for gas, electric light and power, and street railways in Hawaii (H.Rept. 284), 4543.

Ratifying agreements with and authorizing issuance of land patents to certain persons in Hawaii (H.Rept. 286), 4543.

CONTENDED ELECTIONS IN HOUSE.

O'Connor v. Disney: report of committee on case of (H.Rept. 1300), 2786, 2787

COURTS OF THE UNITED STATES. See also SUPREME COURT OF THE UNITED STATES.

Bills to amend act to codify, revise, and amend the laws relating to the judiciary (see bills S. 2161, 2182).

New York: bill for appointment of two additional judges for southern district of (see bill S. 1288).

— bill for appointment of one additional judge for eastern district of (see bill H.R. 7397).

North Dakota: bill for appointment of an additional judge for district of (see bill S. 78).

DISTRICT OF COLUMBIA, repeal act creating the Public Utilities Commission of (see bill H.R. 7193).

Joint resolution to erect statue of Abraham Lincoln in courthouse square (see H.J. Res. 127).

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Public schools: bill to amend act to regulate salaries of teachers, school officers, and other employees of (see bill S. 1976).

— bill to provide for compulsory school attendance of children (see bill S. 2040).

— memorandum on classroom needs of, 2328.

Wahlers Hill: bill making appropriation for improvement and repair of (see bill H.R. 9694).

EXECUTIVE DEPARTMENTS, consolidation or redistribution of the powers and duties relating to the Territory of Alaska (see bills S. 2203; H.R. 7683).

EXECUTIVE NOMINATIONS AND CONFIRMATIONS.

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Colonels: nominated, 3832.

Air Service: first lieutenant; nominated, 3940.

Cavalry: second lieutenants; nominated, 3350; confirmed, 3550.

Coast Artillery Corps: major; nominated, 3940.

— first lieutenant; nominated, 3940.

— second lieutenants; nominated, 3350; confirmed, 3550.

Corps of Engineers: first lieutenant; nominated, 3832.

— second lieutenants; nominated, 3350; confirmed, 3550.

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Joint resolution for amendment to Constitution giving Congress power to regulate primary elections for (see S.J. Res. 54).

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American oil prospectors in foreign countries: transmitting report concerning restrictions placed upon (S.Doc. 11), 1442.

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Bill for relief of contractors for construction of (see bill H.R. 6321).

Remarks in House relative to prospects for consideration of a public buildings bill, 1217.

Bills to erect

Albuquerque, N.Mex. (see bill H.R. 6202).

Atoka, Okla. (see bill H.R. 6255).

Central City, Ky. (see bill H.R. 5945).

SECRETARY OF THE TREASURY.

Communications from

American fleet in foreign waters: estimate of appropriation for purchase of a historical pictorial record of (H.Doc. 76), 1162.

WASHINGTON (city). See DISTRICT OF COLUMBIA.

WASHINGTON (State), petition of citizens urging action by Congress to prevent the present impending disaster in Armenia, 4451.

WOOL, amendment in Senate relative to tariff on, 1114, 1283, 1289.

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Statistics relative to production of, 1276.

WILSON, MARY, AND OTHERS, pension (see bill H.R. 6441).

YEA-AND-NAY VOTES IN HOUSE.

Army appropriation bill (H.R. 5010): on amendment reducing appropriation for pay of the Army, 1234.

— on amendment to grant honorable discharges to enlisted men upon their own application, 1235.

[Contract titles of bills and resolutions if run in, omitting the words *bill for* and *resolution to*, as follows:]

A. A. RAVEN (steamship), relief of owners (see bill H.R. 6408).

ABANDONED PROPERTY. See CAPTURED AND ABANDONED PROPERTY.

ALASKA, increase the percentage of national forest receipts to be paid to (see bill H.R. 5950).

Bill to create a fish commission in (see bill H.R. 5951).

ARCHAMBAULT, GEORGE, increase pension (see bill H.R. 6488).

ARMY, amend act to increase temporarily the Military Establishment of the United States (see bill H.R. 6037).

Air Service: article by H. L. Scaife concerning extravagance and waste in, 1332.

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CHINESE IMMIGRATION, correspondence concerning certain Chinese refugees from Mexico, 5450.

Joint resolution to allow Chinese to register under certain provisions and conditions (see S.J. Res. 33).

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MARYLAND (dredge), relief of owners (see bill H.R. 1942).

MEXICO, article written by President Obregon relative to taxation in, 5988.

Remarks in Senate relative to importation of oil from, 5981.

Resolution to investigate importation of oil from (see S.Res. 138).

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Chief warrant officers: bill to amend act relative to pay of retired (see bill H.R. 8361).

Pay of: committee appointed in House on readjustment of, 5584.

VETERANS' BUREAU, changing the name to be the "United States Veterans' Bureau" (see S.J. Res. 103).

WEEKS v. UNITED STATES, decision of the Supreme Court of the United States in case of, 5951.

[Make paragraphs of matter immediately following flush heads if followed by a subhead which reads back to the flush line. (See first entry under "President of the United States", p. 107.) Observe that public bills, resolutions, amendments, reports, letters, communications, petitions, and bills relating to corporations, societies, vessels, or like subjects are treated the same as private bills.]

History of Bills in Semimonthly Index

S. 252—To amend an act approved February 22, 1889, entitled "An act to provide for the division of Dakota into two States and to enable the people of North Dakota, South Dakota, Montana, and Washington to form constitutions and State governments, and to be admitted into the Union on an equal footing with the original States, and to make donations of public lands to such States."

Mr. Walsh of Montana; Committee on Public Lands, 70.

Reported with amendments (S.Rept. 93), 2120.

Debated, amended, and passed Senate, 2428.

Referred to House Committee on the Public Lands, 2520.

Reported back (H.Rept. 182), 2761.

Debated, 4840.

Passed House, 4841.

Examined and signed, 5181, 5186.

Presented to the President, 5207.

H.R. 6877—To permit a compact or agreement between the States of Arizona, California, Colorado, Nevada, New Mexico, Utah, and Wyoming respecting the disposition and apportionment of the waters of the Colorado River, and for other purposes.

Mr. Gambrill; Committee on the Judiciary, 2168.

Reported with amendment (H.Rept. 191), 2842.

Debated, 2880.

Passed House, 2885.

Referred to Senate Committee on Irrigation and Reclamation, 2927

Committee on Irrigation and Reclamation discharged, 5002.

Passed Senate, 5002.

Examined and signed, 5288, 5307.

Presented to the President, 5400.

Approved [Public, No. 12], 1234.

[In history of bills use lower-case in Members' names; in titles of bills follow document style as to the use of figures and abbreviations; *etc.*, not *and so forth*.]

[In permanent Record history of bills, actions run in with period and em dash. Indentions □ and overs □□.]

SENATE AND HOUSE JOURNALS

GENERAL RULES

The Journals are set in 7½-point (except votes, which are 6-point if appearing in columns), solid, Record measure, and as a rule Record style prevails.

Messages from the President are set in 7½-point, and extracts in same are quoted.

Abbreviate States as provided on page 56, except in amendments, which must be set Bill style.

In amendments, matter stricken out must be set in roman, quoted; and matter inserted must be set in italic, Bill style.

Omit comma between name of Senator or Representative and State in duplicate names, thus: Mr. Walsh of Massachusetts.

Note use of semicolon in Papers Referred.

Use one lead only on each side of small-cap heads.

Use 6½-point cap line for center heads showing time of meeting after recess taken in a day's proceedings.

Omit (*H. Doc. No. 17*, etc.) if appearing in Senate copy in connection with any matter which has been ordered printed as an executive document.

Note instructions on page 258 regarding "run-downs" in setting votes in Senate and House Journals.

For abbreviations of bills, resolutions, etc., see page 58.

SENATE

[Observe the punctuation and paragraphing]

TUESDAY, JULY 5, 1932

QUESTION OF QUORUM

Mr. Coolidge raised a question as to the presence of a quorum;

Whereupon

The Vice President directed the roll to be called;

When

Fifty-seven Senators answered to their names.

A quorum being present,

PETITIONS

Mr. Capper presented a petition of citizens of Leavenworth, Kans., praying an investigation into the recent riots in Detroit, Mich.; which was referred to the Committee on the Judiciary.

MESSAGE FROM THE HOUSE

A message from the House of Representatives, by Mr. Rippon, one of its clerks:

Mr. President: The House of Representatives has passed the following bill and joint resolution, in which it requests the concurrence of the Senate:

H.R. 7158. An act to amend the Army appropriation act, approved July 11, 1932, so as to release appropriations for the completion of the acquisition of real estate in certain cases and making additional appropriations therefor; and

H.J.Res. 138. Joint resolution to repeal so much of the act of Congress approved February 28, 1932, as provides for the sale of Camp Eustis, Va.

The Speaker of the House of Representatives having signed two enrolled bills, S. 1881 and H.R. 5622, I am directed to bring the same to the Senate for the signature of its President.

INTRODUCTION OF BILLS

Bills were introduced, read the first and second times by unanimous consent, and referred as follows:

By Mr. Glenn:

A bill (S. 2203) to provide for the consolidation or redistribution of the powers and duties of the several executive departments of the Government of the United States relating to the Territory of Alaska, and for other purposes; to the Committee on Territories and Insular Affairs.

By Mr. Bratton:

A bill (S. 2204) for the relief of Christian Christensen; to the Committee on Claims.

PRESIDENTIAL APPROVALS

A message from the President of the United States, by Mr. Joslin, his secretary:
Mr. President: The President of the United States approved and signed the following acts:

On June 21, 1932:

S. 1934. An act granting the consent of Congress to the Huntington & Ohio Bridge Co. to construct, maintain, and operate a highway and street railway bridge across the Ohio River, between the city of Huntington, W. Va., and a point opposite in the State of Ohio.

On July 5, 1932:

S. 1794. An act to authorize the Secretary of War to release the Kansas City & Memphis Railroad and Bridge Co. from reconstructing its highway and approaches across its bridge at Memphis, Tenn.

Ordered, That the Secretary notify the House of Representatives thereof.

PROPOSED SUMMER RECESS

The Senate resumed the consideration of the concurrent resolution (S. Con. Res. 6) providing for an adjournment of the Senate from July 7 to July 15, 1932.

It was determined in the negative, {Yeas----- 24
Nays----- 27

On motion by Mr. Norris,

The yeas and nays being desired by one fifth of the Senators present,

Those who voted in the affirmative are—

Messrs. Bratton, Bulkley, Byrnes, Cutting, Dill, Fess, Moses, and Nye.

Those who voted in the negative are—

Messrs. Ashurst, Borah, Broussard, Capper, Caraway, Johnson, and Hale.

So the resolution was not agreed to.

ADJUSTED COMPENSATION FOR VETERANS OF WORLD WAR

On motion by Mr. Bankhead,

The Senate resumed the consideration of the unfinished business, viz, the bill (S. 1039) for the public protection of maternity and infancy and providing a method of cooperation between the Government of the United States and the several States.

Mr. Bankhead raised a question as to the presence of a quorum;

Whereupon

The Vice President directed the roll to be called;

When

Forty Senators answered to their names.

The number of Senators present not constituting a quorum,

The Vice President directed the names of the absentees to be called;

When

Seven Senators answered to their names.

A quorum not being present,

On motion by Mr. McKellar,

Ordered, That the Sergeant at Arms be directed to request the attendance of the absent Senators.

Pending the execution of the order, a quorum having appeared,

PAPERS REFERRED

Papers in the cases hereinafter mentioned, to accompany bills introduced, were taken from the files and referred, under the rule, as follows:

William H. Van Name; John B. Hamblin; Hannah Vandenburg; Mary C. F. Warren; David Granger; and James Grogan; to the Committee on Pensions.

ENROLLED BILLS SIGNED

Mr. Vandenberg, from the Committee on Enrolled Bills, reported that they had examined and found duly enrolled the following bills:

S. 1881. An act to amend an act entitled "An act to provide a government for the Territory of Hawaii", approved April 30, 1900, as amended, to establish an Hawaiian homes commission, granting certain powers to the Board of Harbor Commissioners of the Territory of Hawaii, and for other purposes; and

H.R. 5622. An act providing for the appraisal and sale of the Vashon Island military reservation in the State of Washington, and for other purposes.

Whereupon

The Vice President signed the same, and they were delivered to the committee to be presented to the President of the United States.

HOUSE BILL AND JOINT RESOLUTION REFERRED

The bill H.R. 7158 and the joint resolution H.J.Res. 138, this day received from the House of Representatives for concurrence, were read the first and second times by unanimous consent, and referred to the Committee on Military Affairs.

REPORTS OF COMMITTEES

Mr. Walsh of Montana, from the Committee on Naval Affairs, to whom were referred the following bills, reported them without amendment and submitted reports thereon, as follows:

S. 1733. A bill authorizing the Secretary of the Navy, in his discretion, to deliver to the president of the Milwaukee Press Club, of Milwaukee, Wis., the bell of the wrecked cruiser *Milwaukee* (Rept. No. 198); and

S. 1824. A bill to provide for the relief of certain officers of the Naval Reserve Force, and for other purposes (Rept. No. 199).

PETITIONS AND MEMORIALS

Petitions, memorials, etc., were presented and referred as follows:

By Mr. Capper: A resolution of Coffeyville Post, No. 20, American Legion, of Coffeyville, Kans., praying the enactment of legislation providing adequate relief for disabled ex-service men; to the Committee on Finance.

By Mr. Logan: A petition of L. G. Council, of Louisville, Ky., favoring the abolishment of the New York Cotton Exchange; to the Committee on Agriculture and Forestry.

RECESS

On motion by Mr. Capper, at 5 o'clock and 12 minutes p. m.,
The Senate took a recess until 12 o'clock m. tomorrow.

AT 12 O'CLOCK M. (CALENDAR DAY, THURSDAY, JULY 12, 1932)

EXECUTIVE SESSION

On motion by Mr. Watson,
The Senate proceeded to the consideration of executive business; and
After the consideration of executive business the doors were reopened;
When,

On motion by Mr. Watson, at 5 o'clock and 36 minutes p. m.,
The Senate adjourned.

HOUSE

[Observe the punctuation and paragraphing, and that date lines are set in case 2 caps, centered.]
[Follow Record style in the treatment of names of Members of Congress.]

TUESDAY, JULY 12, 1932

The House was called to order by the Speaker.

The Journal of the proceedings of yesterday was read and approved.

Executive communications, pursuant to clause 2, rule XXIV, were referred as follows:

A letter from the Secretary of the Treasury, transmitting deficiency estimate of appropriation, in the sum of \$5,594.21, required by the Department of Labor for "Salaries and expenses of the International Conference of Labor, 1931" (S.Doc. No. 17); to the Committee on Appropriations and ordered to be printed.

A letter from the Secretary of the Treasury, transmitting supplemental estimate of appropriation required by the Bureau of Fisheries for reconstruction of the fish hatchery at Baker Lake, Wash., recently damaged by fire (S.Doc. No. 17); to the Committee on Appropriations and ordered to be printed.

[Use the following form if only one executive communication is transmitted:]

A letter from the Secretary of War, transmitting, with a letter from the Chief of Engineers, report on preliminary examination of Quinby Creek, Va., was taken from the Speaker's table and referred to the Committee on Rivers and Harbors.

PRESIDENT'S MESSAGE READ

The SPEAKER also laid before the House the following message from the President, which was read, and, with accompanying papers, referred to the Committee on Foreign Affairs:

To the Congress of the United States:

I commend to the favorable consideration of the Congress the inclosed report from the Secretary of State, to the end that legislation may be enacted authorizing an appropriation of \$30,000 for participation by the United States Government in the Second Polar Year Program, August 1, 1932–August 31, 1933.

HERBERT HOOVER.

THE WHITE HOUSE, December 10, 1931.

The message, together with the accompanying papers, was referred to the Committee on the Territories.

BILL AND JOINT RESOLUTION PRESENTED TO THE PRESIDENT

Mr. UNDERWOOD, from the Committee on Enrolled Bills, reported that that committee did on June 11, 1932, present to the President for his approval a bill and a joint resolution of the House of the following titles:

H.R. 4803. An act making appropriations for the naval service for the fiscal year ending June 30, 1933, and for other purposes; and

H.J.Res. 173. Joint resolution ratifying and confirming from and including July 1, 1932, obligations incurred pursuant to the terms of certain appropriations for the fiscal year 1933.

MESSAGE FROM THE PRESIDENT

A message in writing from the President was communicated to the House by Mr. Latta, one of his secretaries, who also announced that the President did, on the following dates, approve and sign bills and a joint resolution of the House of the following titles:

HOUSE BILLS APPROVED

On June 8, 1932:

H.R. 4803. An act making appropriations for the naval service for the fiscal year ending June 30, 1933, and for other purposes.

H.R. 5222. An act to provide for the retention by the Government of the property in Seward, Alaska, known as the Alaska Northern Railway Office Building, and its use for court purposes.

On June 10, 1932:

H.J.Res. 173. Joint resolution ratifying and confirming from and including July 1, 1932, obligations incurred pursuant to the terms of certain appropriations for the fiscal year 1933.

MESSAGE FROM THE SENATE

A message from the Senate by Mr. Craven, one of its secretaries, announced that the Senate had passed a bill and Senate joint and concurrent resolutions of the following titles, in which the concurrence of the House of Representatives was requested:

S. 1960. An act providing for an additional judge for the northern district of California;

S.J.Res. 85. Joint resolution to provide for the remission of further payments of the annual installments of the Chinese indemnity; and

S.Con.Res. 7—

Senate Concurrent Resolution 7

Resolved by the Senate (the House of Representatives concurring), That the bill (H.R. 7456) to provide revenue, to regulate commerce with foreign countries, to encourage the industries of the United States, and for other purposes, as it passed the House, be printed as a Senate document, with an index, and that 15,000 additional copies be printed, of which 4,000 shall be printed for the use of the Senate, 9,000 for the House, to be distributed through the folding room, 1,000 for the Committee on Finance of the Senate, and 1,000 for the Committee on Ways and Means of the House.

The message also announced that the Senate had passed a bill of the following title, in which the concurrence of the House of Representatives was requested:

S. 916. An act limiting the creation or extension of forest reserves in New Mexico and Arizona.

PRIVATE CALENDAR

The House proceeded, in accordance with the special order agreed to on yesterday, to take up bills on the Private Calendar to which there should be no objection.

On motion of Mr. ELLZEY, by unanimous consent, said bills were considered in the House as in the Committee of the Whole House.

HUBERT REYNOLDS

The bill (H.R. 2003) for the relief of Hubert Reynolds was read.

Objection was made to the consideration of the bill.

SENATE BILL REFERRED

A bill of the Senate of the following title was taken from the Speaker's table and, under the rule, referred as follows:

S. 1039. An act for the public protection of maternity and infancy, and providing a method of cooperation between the Government of the United States and the several States; to the Committee on Interstate and Foreign Commerce.

AFTER THE RECESS—8 P. M.

ENROLLED BILLS AND JOINT RESOLUTION SIGNED

Mr. PARSONS, from the Committee on Enrolled Bills, reported that that committee had examined and found truly enrolled bills and a joint resolution of the House of the following titles, which were thereupon signed by the Speaker pro tempore:

H.R. 2421. An act granting certain public lands to the city of Phoenix, Ariz., for municipal purposes;

H.R. 6814. An act to authorize the construction of a dam across Wabash River at Huntington, Ind.; and

H.J.Res. 32. Joint resolution to change the name of the Grand River in Colorado and Utah to the Colorado River.

RULE TO CONSIDER NAVAL AND INDIAN BILLS

Mr. POU, by direction of the Committee on Rules, to which was referred the resolution (H.Res. 159)—

Resolved, That immediately upon the adoption of this resolution it shall be in order to move that the House resolve itself into the Committee of the Whole House on the state of the Union for the consideration of the following bill: H.R. 7864, a bill providing for sundry matters, etc.—

under clause 56, rule XI, reported said resolution (Rept. No. 287).

RATIFYING NAVAL APPROPRIATIONS

Mr. KELLER introduced the following joint resolution (H.J.Res. 173):

Joint resolution ratifying and confirming from and including July 1, 1932, obligations incurred pursuant to the terms of certain appropriations for the fiscal year 1933.

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That appropriations for the service of the fiscal year 1933 contained in the act entitled "An act making appropriations for the naval service for the fiscal year ending June 30, 1933, and for other purposes", are hereby made available.

Which, by unanimous consent, was considered, read twice, ordered to be engrossed and read a third time, was read the third time by title, and passed.

A motion by Mr. KELLER to reconsider the vote whereby the joint resolution was passed was, on his motion and by unanimous consent, laid on the table.

Ordered, That the Clerk request the concurrence of the Senate in said joint resolution.

LEAVE OF ABSENCE

By unanimous consent, leave of absence was granted—

To Mr. KENNEDY, for 5 days; and

To Mr. KELLER, for 10 days.

CONTESTED-ELECTION CASE—O'CONNOR *v.* DISNEY

Mr. DALLINGER, by direction of the Committee on Elections No. 1, to which was referred the contested-election case of *Charles O'Connor v. Wesley E. Disney*, from the First Congressional District of the State of Oklahoma, under clause 56, rule XI, submitted a report thereon (Rept. No. 281).

The report was ordered to be printed, and, together with the accompanying resolution, was referred to the House Calendar.

CONFERENCE REPORT

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 11897) making appropriations for the military and nonmilitary activities of the War Department for the fiscal year ending June 30, 1933, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 20, 41, 45, 57, and 86.

That the House recede from its disagreement to the amendments of the Senate numbered 1, 3, 5, 6, 9, 19, 23, 25, 26, 27, 29, 30, 31, 33, 35, 37, 38, 39, 40, 46, 48, 49, 50, 53, 55, 56, 59, 63, 77, 83, 84, and 85, and agree to the same.

Amendment numbered 2: That the House recede from its disagreement to the amendment of the Senate numbered 2, and agree to the same with an amendment as follows: In lieu of the matter inserted by said amendment insert the following: *including not to exceed \$2,365 for necessary per diem and traveling expenses in connection therewith*; and the Senate agree to the same.

Amendment numbered 34: That the House recede from its disagreement to the amendment of the Senate numbered 31, and agree to the same with an amendment as follows: In lieu of the sum proposed insert *\$32,000,000*; and the Senate agree to the same.

The committee of conference have not agreed on amendments numbered 8, 10, 11, 12, 13, 14, 15, 16, 18, 32, 54, 60, 62, 79, 80, and 87.

ROSS A. COLLINS,
HENRY E. BARBOUR,
FRANK CLAGUE,

Managers on the part of the House.

DAVID A. REED,
W. L. JONES,
KENNETH McKELLAR,
JOHN B. KENDRICK,

Managers on the part of the Senate.

[Note also the following three examples:]

Page 27, after line 12, insert:

The Secretary of the Navy is authorized to acquire one thousand acres, more or less, at or near Camp Kearny, California, for a site for a lighter-than-air aviation station and to pay for the same an average price of not exceeding \$100 per acre out of any funds appropriated for aviation purposes.

Mr. SWING moved that the House recede from its disagreement to said Senate amendment and concur therein.

The question being taken, on a division there appeared—yeas 7, nays 47.

So the motion to recede and concur was not agreed to.

Mr. DAVIS moved that the House recede from its disagreement to Senate amendments nos. 91 to 122, inclusive, and concur therein, which motion was agreed to, viz:

Page 45, line 4, amendment no. 91, strike out "\$600" and insert \$720.

92. Strike out "\$25,300" and insert \$27,100.

93. Line 9, strike out "\$600" and insert \$720.

Amendment numbered 53: That the House recede from its disagreement to the amendment of the Senate numbered 53, and agree to the same with an amendment as follows: In lieu of the matter inserted by said amendment insert the following:

Section of surety bonds: Clerks—one of class three, one of class two, two of class one; one, \$1,000; assistant messenger; in all, \$7,120.

And the Senate agree to the same.

CALL OF THE HOUSE

Mr. GARRETT of Texas made the point of order that a quorum was not present.

A quorum not being present,

On motion of Mr. CAMPBELL of Iowa, a call of the House was ordered.

The doors were closed.

The roll was called,

When the following-named Members failed to answer—

[Roll No. 8]

Aldrich	Fuller	Lambertson	Ransley
Andrews	Gasque	Larsen	Rudd
Arentz	Harlan	Lea	Stalker

Thereupon the Speaker announced that 226 Members had answered to their names, a quorum.

On motion of Mr. WIGGLESWORTH, further proceedings under the call were dispensed with.

The doors were reopened.

YEA-AND-NAY VOTE

The question being put,

Will the House agree to the resolution?

It was decided in the negative, { Yeas----- 23
Nays----- 165

The yeas and nays being demanded and ordered by one fifth of the Members present,

[Roll No. 9]

Those voting in the affirmative—

Andresen	Almon	Warren	Whitley
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Those voting in the negative—

Baldrige	Carter, Wyo.	Dyer	Estep
----------	--------------	------	-------

So, the resolution was not agreed to.

AUTOMATIC ROLL CALL

The question being put,

Will the House pass the joint resolution?

On a division there appeared—yeas 102, nays 47.

Whereupon Mr. WEEKS made objection that a quorum was not present and not voting.

A quorum not being present,

The roll was called under clause 4, rule XV,

When there appeared, { Yeas----- 177
Nays----- 84
Answering present----- 2

[Roll No. 10]

Those voting in the affirmative—

Andresen	Finley	Lea	Rich
----------	--------	-----	------

Those voting in the negative—

Arentz	Gavagan	Larsen	Robinson
--------	---------	--------	----------

Answering present—

Hoch	Sandlin
------	---------

So, the joint resolution was passed.

The bill, as amended, was ordered to a third reading, etc.

Whereupon, on motion of Mr. UNDERWOOD, the House resolved itself into the Committee of the Whole House on the state of the Union for the consideration of the amendments of the Senate to the bill (H.R. 7294) supplemental to the national prohibition act; and after some time spent therein,

The SPEAKER resumed the chair,

When Mr. SNELL, Chairman, reported that the Committee, having had under consideration the amendments of the Senate to the bill (H.R. 7294) supplemental to the national prohibition act, had directed him to report that the Committee recommended that certain Senate amendments be concurred in, that certain other Senate amendments be concurred in with amendments, and certain other Senate amendments be disagreed to.

Mr. CLANCY, stating that he rose to a question of privilege of the House, submitted a resolution.

The resolution was read as follows:

Whereas the Constitution of the United States, which empowers the President to address recommendations respecting, etc.: Now, therefore, be it

Resolved, That such exclusion of this House from the right conferred upon it by the Constitution to share in all communications which the President may address to Congress respecting, etc.

Mr. ANDRESEN demanded a separate vote on the following motion:

Concur in Senate amendment no. 15—

Provided further, That no vinous liquor shall be imported into the United States unless it is made to appear to the commissioner that vinous liquor for such nonbeverage use produced in the United States is not sufficient to meet such nonbeverage needs—

with the following amendment: In lieu of the matter proposed in said Senate amendment insert:

Provided, That no vinous liquor shall be imported into the United States unless it is made to appear to the Commissioner, etc.

ADJOURNMENT UNTIL MONDAY

On motion of Mr. McDUFFIE, by unanimous consent,

Ordered, That when the House adjourns today, it adjourn to meet on Monday next.

And then,

ADJOURNMENT

On motion of Mr. McDUFFIE, at 5 o'clock and 58 minutes p. m., the House adjourned.

REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII,

Mr. O'CONNOR: Committee on Rules. House Resolution 288. Resolution authorizing all Members of the House to extend their own remarks in the Congressional Record; without amendment (Rept. No. 1776). Referred to the House Calendar.

Mr. PATTERSON: Committee on Patents. S. 4912. An act to protect the copyrights and patents of foreign exhibitors at A Century of Progress (Chicago World's Fair Centennial Celebration), to be held at Chicago, Ill., in 1933; without amendment (Rept. No. 1778). Referred to the Committee of the Whole House on the state of the Union.

[Use above form also when only one report is submitted.]

REPORTS OF COMMITTEES ON PRIVATE BILLS AND RESOLUTIONS

Under clause 2 of rule XIII,

Mr. UNDERHILL: Committee on Accounts. House Resolution 289. Resolution providing for the payment of extra compensation to James W. Boyer, Jr. (Rept. No. 1779). Ordered to be printed.

[Use above form also when only one report is submitted.]

ADVERSE REPORT

Under clause 2 of rule XIII,

Mr. CRUMP: Committee on Military Affairs. House Resolution 67. Resolution directing the Secretary of War to furnish certain information to the House of Representatives (Rept. No. 33). Laid on the table.

Mr. BLACK: Committee on Claims. H.R. 11964. A bill for the relief of the P. J. Carlin Construction Co. (Rept. No. 1014). Laid on the table.

[Use the above form also when only one report is submitted.]

CHANGE OF REFERENCE

Under clause 2 of rule XXII, committees were discharged from the consideration of the following bills, which were referred as follows:

A bill (H.R. 6442) granting a pension to Martha A. Curtis; Committee on Pensions discharged, and referred to the Committee on Invalid Pensions.

A bill (H.R. 11111) granting a pension to Annie Elizabeth Clark; Committee on Pensions discharged, and referred to the Committee on Invalid Pensions.

[Use the following form if only one change of reference is made:]

Under clause 2 of rule XXII, the Committee on Pensions was discharged from the consideration of the bill (H.R. 7557) granting a pension to Fannie Knowles, and the same was referred to the Committee on Invalid Pensions.

PUBLIC BILLS, RESOLUTIONS, AND MEMORIALS

Under clause 3 of rule XXII, public bills and resolutions were introduced and severally referred as follows:

By Mr. CRAIL: A bill (H.R. 12917) to prohibit discrimination and intimidation on account of race or color in employment under contracts for public buildings or public works in the United States, and fixing penalties therefor; to the Committee on Labor.

By Mr. CANNON: Joint resolution (H.J. Res. 463) to amend the Revenue Act of 1932 by repealing section 751, imposing a tax on checks, drafts, and money orders for the payment of money; to the Committee on Ways and Means.

By Mr. FREE: Memorial of the City Council of the City of Santa Monica, Calif., pertaining to the Federal Government pledging the support of the city of Santa Monica in the execution of any plan of defense which may be inaugurated by the Federal Government within the legal limits of the city of Santa Monica; to the Committee on Naval Affairs.

PRIVATE BILLS AND RESOLUTIONS

Under clause 1 of rule XXII, private bills and resolutions were introduced and severally referred as follows:

By Mr. CONNOLLY: A bill (H.R. 12921) for the relief of Andrew William McFadden; to the Committee on Naval Affairs.

Also, a bill (H.R. 12922) granting an increase of pension to Emma C. Bragg; to the Committee on Pensions.

Also, a bill (H.R. 12923) granting an increase of pension to Catherine Sweeney; to the Committee on Invalid Pensions.

By Mr. CRAIL: A bill (H.R. 12924) granting a pension to Victor Brock; to the Committee on Pensions.

By Mr. HOPKINS: A bill (H.R. 12925) for the relief of C. A. Hursh; to the Committee on Claims.

By Mr. JENKINS: A bill (H.R. 12926) for the relief of Fanny Reuter Shafer; to the Committee on Claims.

[Use the following form if only one bill is introduced:]

Under clause 1 of rule XXII, Mr. LEA introduced a bill (H.R. 15978) granting an increase of pension to John W. Bennett, which was referred to the Committee on Invalid Pensions.

PETITIONS, ETC.

Under clause 1 of rule XXII, petitions and papers were laid on the Clerk's desk and referred as follows:

8510. By Mr. CRAIL: Petition of Mina C. Ahrens, urging a respite or moratorium on debts, bonds, taxes, and interest, public and private, until the depression is over and times are better; to the Committee on Ways and Means.

8511. By Mr. GILCHRIST: Petition of 26 citizens of Wesley, Iowa, asking the President and the Congress to enact legislation that will enable small farmers to retain ownership of their homes; and asking immediate passage of legislation which will place farm mortgages upon an equality with other assets in the reconstruction program of the Reconstruction Finance Corporation; to the Committee on Agriculture.

8512. By Mr. LINDSAY: Petition of National Association of Flat Rolled Steel Manufacturers, Cleveland, Ohio, protesting against the dumping of foreign steel in the United States; to the Committee on Ways and Means.

8513. Also, petition of E. Goldberger, manufacturer, Brooklyn, N.Y., protesting against increased Federal expenditures; to the Committee on Economy.

Votes in Senate and House Journals

Operators must observe the following forms: Allow an en space at end of introductory clause for the insertion of a brace when line is sawed. The figures which accompany the "yeas", "nays", etc., must be set on the same slug as those words.

It was decided in the affirmative, Run down 16 ems, 7½-point.	{	Yeas-----	110
		Nays-----	10
		Not answering-----	42

It was decided in the negative, Run down 14¾ ems, 7½-point.	{	Yeas-----	40
		Nays-----	100

When there appeared, Run down 11¼ ems, 7½-point.	{	Yeas-----	100
		Nays-----	40
		Not answering-----	89
		Answering present-----	3

In was determined in the negative, Run down 16 ems, 7½-point.	{	Yeas-----	12
		Nays-----	20

It was determined in the affirmative, Run down 17¾ ems, 7½-point.	{	Yeas-----	200
		Nays-----	50
		Not answering-----	9

SENATE JOURNAL INDEX

HISTORY OF BILLS AND INDEX

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[Type, 7½-point, solid, Record measure. No *S.* or *H.R.* in front of numbers. Indentions 4 ems; overruns 5 ems. Lower-case initial letter on action lines unless proper noun. *Italic* for amendments. Vessels in *italic*. Senate bills read *A bill*; House bills read *An act*.]

2194. A bill granting a pension to John D. Ball— (See bill H.R. 14063)	
4284. A bill to correct the military record of Alfred Clark— considered and postponed indefinitely	49
3220. A bill authorizing the Secretary of the Interior to make investigations through the Bureau of Mines of lignite coals and <i>peat</i> to determine the practicability of their utilization as a fuel and in producing commercial products— read twice and referred	20
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11283. An act [to amend and reenact sections 4, 11, 16, 19, and 22 of the act approved December 23, 1913, and known as the Federal Reserve Act, and] <i>to amend the ninth paragraph of section 16 of the Federal Reserve Act, as amended by the acts approved September 7, 1916, and June 21, 1917, and to amend sections 5208 and 5209, Revised Statutes—</i> received	182
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[Index is set in 7½-point, Record measure, flush; indentions 2, 3, 4 ems, etc.; overruns 4 ems except where 4-em indentions occur, when overruns are 5 ems. Note use of *H.R.* in front of numbers if more than one bill is given in the cross reference. Vessels in *italic*.]

Abt, William—(See bills H.R. 15900, H.R. 14063.)	
Agricultural products— Duties on— Requesting investigation—(See S.J.Res. 212.)	
Aliens— To provide for the deportation of certain—(See bills S. 4632; H.R. 5667, H.R. 12402.)	
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<i>Barrett, Henry O.</i> , schooner, for the relief of the owners of—(See bill S. 3123.)	
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HISTORY OF BILLS UNDER NAMES OF SENATORS INTRODUCING THEM

[This history of bills and resolutions is set in 7½-point, solid, Record measure. Italic lines indented 4 ems; action lines 5 ems, lower-case initial letters unless first word is proper noun; overruns 6 ems. Spell months except when in parentheses or brackets and followed by day of month; vessels in italic. Case 2 and case 3 lines as shown.]

By SENATOR BINGHAM:

For the history of the omnibus bills referred to in this list, see pages 5, 6, and 7 of this volume.

418. A bill granting an increase of pension to Benjamin G. Barber—	
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419. A bill granting an increase of pension to Emma T. Barnes—	
<i>First session:</i>	
read twice and referred.....	13
<i>Second session:</i>	
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420. A bill granting an increase of pension to A. M. Barstow—	
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House insists and agrees to conference	95
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House agrees to report of conferees	112
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833. A bill granting pensions and increase of pensions to certain soldiers and sailors of the Civil War and certain widows and dependent relatives of such soldiers and sailors—	
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read twice and referred	21
considered, amended, read the third time, and passed	113
<i>Second session:</i>	
passed the House with amendments	89
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HOUSE JOURNAL INDEX

HISTORY OF BILLS AND INDEX

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History of bills is set in 6½-point, Record measure, flush. Indentions 3 ems; overruns 4 ems. Lead before each item. Actions run in with em dash. Spell months, unless if in parentheses or brackets and followed by date. Vessels in italic.

- H.R. 6410—Authorizing the city of Boulder, Colo., to purchase certain public lands.
Mr. Hardy; Committee on the Public Lands, 211.—Reported with amendments (Rept. No. 254), 397.—Amended and passed House, 426.—Passed Senate, 453.—Examined and signed, 457.—Presented to the President, 462.—Approved [Public Law No. 9], 471.
- H.R. 6411—Granting a pension to Katherine G. Manning.
Mr. Tinkham; Committee on Pensions, 211.
- H.R. 6412—Granting an increase of pension to Thomas Shepard.
Mr. Tinkham; Committee on Invalid Pensions, 211.
- H.Res. 6—Concerning the right of John Doe to be sworn in as a Member of the Sixty-sixth Congress.
Mrs. Rogers; agreed to, 7.—Committee appointed, 41.—Proceedings vacated to amendment stage, 164.—Amended and agreed to, 164.—Reported (Rept. No. 414), 532.
- H.Res. 43—Amending the rules of the House of Representatives.
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- S. 696—To carry out the findings of the Court of Claims in the case of Frank S. Bowker.
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- S. 715—For the relief of the Atlas Lumber Co., Babcock & Wilcox, Johnson, Jackson & Corning Co., and the C. H. Klein Brick Co., each of which companies furnished to Silas N. Opdahl, a failing Government contractor, certain building materials which were used in the construction of Burke Hall at the Pierre Indian School, in the State of South Dakota.
Passed Senate, 293.—Referred to Committee on Claims, 293.
- S.J.Res. 100—Making Tuesday, September 16, 1919, a legal holiday in the District of Columbia.
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- S.J.Res. 112—Continuing temporarily certain allowances to officers of the Navy and Marine Corps.
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- S.Con.Res. 4—Authorizing the printing of extra copies of the hearings and report of the committee entitled "Brewing and Liquor Interests and German Propaganda and Bolshevik Propaganda."
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NOMINATIONS, REPORTS, DOCUMENTS, LAWS

GENERAL RULES FOR NOMINATIONS

The rules governing document work apply to nominations and withdrawals, except as here noted.

Matter is set in 10-point, double leaded.

All nominations take current date, and the legislative day added when necessary. (Sample of each form is shown on following pages.)

In withdrawals, follow the date on copy and also the wording of the date line.

Spell everything except year, day of month, section, page, paragraph numbers, and any serial number where the word *numbered* is used or implied.

Omit the words *I nominate* in all nominations, no matter how or where written in copy.

In single nominations (that is, where only one person is named) where the words *I nominate* begin a paragraph in copy, indent the paragraph 6½ ems. This applies to Army and Navy as well as civilian nominations. (See sample 1, p. 266).

In Army and Navy nominations where only lists of names are given, set flush in half measure where there are four or more in a group. If less than four, set each name as a paragraph, full measure. (See sample 2, p. 266.)

Where civilian nominations have more than one person named, each name is set as a separate nomination (except where otherwise prepared), following the form of postmasters; that is, each separate carries the same nomination number, with the black superior figure, and is set as a plain paragraph. Indent these 1 em only. (See sample 3, p. 267.) Those that are to be grouped (a number of names printed as one nomination) are nominations to or promotions in the Coast Guard, Coast and Geodetic Survey, Public Health Service, Military Service, Naval Service, and Diplomatic and Consular Service (except where consul, minister, or ambassador is named to a specific country).

If nomination contains an explanatory note, enclose note in parentheses and place just before the blank date line at bottom.

Note that the word *confirmed* is set in italic in the recommendation line.

Reinstatement, *Reappointment*, or similar statement, if a sentence at the end of a nomination, is placed in parentheses. (See sample 3, p. 267.)

The President's signature indicates the end of a nomination, but is printed only in a withdrawal (see sample 5, p. 269), or in a withdrawal and nomination combined.

Capitalize the word *Arm* when synonymous with *Corps*, as Cavalry Arm, Infantry Arm, etc.

In post-office nominations, if superior figures are used in connection with the bracketed figure at the left, bear off from the outside of the bracket. Use black superior figure. (See sample 3, p. 267.)

A nomination confirmed without reference to a committee is printed as a message only.

Style of messages and Executive Journal extracts is shown in samples 6 and 7, on pages 269 and 271, respectively.

Note the use of the words *I nominate* in paragraphs in the messages.

379]

SAMPLE 1

NOMINATION REFERENCE AND REPORT

[20 points]

IN EXECUTIVE SESSION,
 SENATE OF THE UNITED STATES,
January 5, 1933.

Ordered, That the following nomination be referred to the Committee on the Judiciary:

[20 points]

[Indent 6½ ems.] Louis H. Burns, Junior, of Louisiana, to be United States attorney, eastern district of Louisiana, vice Henry Mooney, resigned.

[30 points]

, 1933.

[20 points]

Reported by Mr.

with the

[20 points]

recommendation that the nomination be *confirmed*.

SAMPLE 2

422]

NOMINATION REFERENCE AND REPORT

IN EXECUTIVE SESSION,
 SENATE OF THE UNITED STATES,
January 10, 1933.

Ordered, That the following nominations be referred to the Committee on Naval Affairs:

The following-named captains to be rear admirals in the Navy from the 3d day of June 1932:

Archibald H. Scales

Nathan C. Twining

Commander David E. Theleen to be a captain in the Navy from the 1st day of January 1932.

The following-named commanders to be captains in the Navy from the 3d day of June 1932:

Andrew T. Graham,
William C. Asserson,

Arthur St. Clair Smith, and
Clark H. Woodward.

[30 points]

, 1933.

[20 points]

Reported by Mr.

with the

[20 points]

recommendation that the nomination be *confirmed*.

[Follow copy in the use of word *and* between names. Put comma after each name—paragraph or half measure—if word *and* is used in copy.]

481]¹

SAMPLE 3

NOMINATION REFERENCE AND REPORT

IN EXECUTIVE SESSION,
SENATE OF THE UNITED STATES,
January 5 (legislative day, January 3), 1933.

Ordered, That the following nomination be referred to the Committee on Post Offices and Post Roads:

Flora A. Hastings to be postmaster at Coachella, California.
(Reappointment.)

[30 points]

, 1933.

[20 points]

Reported by Mr.

with the

[20 points]

recommendation that the nomination be *confirmed*.

SAMPLE 4

[Center heads to be in italic except when followed by a subhead, in which case the first is set in small caps, followed by subhead in italic, as below.]

489]

NOMINATION REFERENCE AND REPORT

IN EXECUTIVE SESSION,
SENATE OF THE UNITED STATES,
January 7 (legislative day, January 3), 1933.

Ordered, That the following nominations be referred to the Committee on Military Affairs:

Under the provisions of an act of Congress approved June 4, 1920, the officers herein named for promotion in the Regular Army of the United States:¹

MEDICAL CORPS

To be captain

First Lieutenant Leland Elder Dashiell, Medical Corps, from July 4, 1932.

VETERINARY CORPS

To be first lieutenants

Second Lieutenant Harry Lawrence Watson, Veterinary Corps, from July 18, 1932.

Second Lieutenant Samuel Weir Clark, Veterinary Corps, from July 23, 1932.

[30 points]

, 1933.

[20 points]

Reported by Mr.

with the

[20 points]

recommendation that the nominations be *confirmed*.

¹ This paragraph to be used only when in copy

SAMPLE 5

WITHDRAWAL

The following message from the President withdrawing nomination was ordered to lie on the table:

436] THE WHITE HOUSE, *December 15, 1932.*
To the Senate of the United States:

I withdraw the nomination of the following-named officer, which was submitted to the Senate on June 9, 1932:

Ordnance Department

Captain Arthur Grant Mack, Cavalry, with rank from October 19, 1932.

HERBERT HOOVER.

[If copy for this form shows reference to a committee, leave off the reference. If there is more than one withdrawal, make case-14 line and following paragraph read in the plural. The case-14 line and the paragraph go at beginning of first withdrawal only.]

SAMPLE 6

MESSAGES¹

[Observe the forms of *I nominate*. The Messages are made up from the Nomination Reference and Report forms and carry no display heading. A 3-inch "sink" is put at top of first page.]

414] THE WHITE HOUSE, *January 7, 1933.*
To the Senate of the United States:

I nominate Robert W. McCuen, of Vergennes, Vermont, to be collector of internal revenue for the district of Vermont in place of James E. Kennedy.

HERBERT HOOVER.

To the Committee on Finance.

418] THE WHITE HOUSE, *January 7, 1933.*
To the Senate of the United States:

Under the provisions of an act of Congress approved June 4, 1920, I nominate the officers herein named for promotion in the Regular Army of the United States:

¹ This heading does not appear in the completed print.

MEDICAL CORPS

To be captains

First Lieutenant Lewis Bradley Bibb, Medical Corps, from August 2, 1932.

First Lieutenant Charles William Henderson, Medical Corps, from August 2, 1932.

HERBERT HOOVER.

To the Committee on Military Affairs.

422] THE WHITE HOUSE, *January 7, 1933.*

To the Senate of the United States:

I nominate—

The following-named captains to be rear admirals in the Navy from the 3d day of June 1932:

Archibald H. Scales

Nathan C. Twining

The following-named lieutenants to be lieutenant commanders in the Navy from the 1st day of January 1932:

Fred T. Berry,

John H. Everson, and

John C. Jennings,

Robert E. Rogers.

HERBERT HOOVER.

To the Committee on Naval Affairs.

[Follow copy in the use of word *and* between names.]

417] THE WHITE HOUSE, *January 7, 1933.*

To the Senate of the United States:

I nominate the following-named persons to be postmasters:

Harry H. Hiener to be postmaster at Superior, Arizona, in place of R. T. Jones. Incumbent's commission expired August 16, 1932.

John C. Neblett to be postmaster at Elsinore, California, in place of Charles Collins, resigned.

HERBERT HOOVER.

To the Committee on Post Offices and Post Roads.

SAMPLE 7

EXECUTIVE JOURNAL EXTRACTS

[This heading does not appear in the printed copies]

IN THE NAVY

Chaplain, with rank of lieutenant (junior grade):

Francis L. Albert

James M. Hester

Thomas J. Burke

Perry L. Mitchell

Edgar W. Davis

Walter L. Thompson

Joseph B. Earnest, Jr.

Razzie W. Truitt

SAMPLE 8

[Calendar is set in 8 on 10, quarto measure, and with display headings. Note 8-point cast given below table]

EXECUTIVE CALENDAR

[For the next executive session after Jan. 10, 1933]

NOMINATIONS

Date of report	Calendar No.	Message No.	Name of nominee	Office	Predecessor
1933 Jan. 9	618	387-1	DEPARTMENT OF JUSTICE ¹		
			Homer L. Ross, of Honolulu, Hawaii.	Circuit judge, fourth circuit, Territory of Hawaii.	Clement K. Quinn, term expired.
			Thomas M. Reed, of Nome, Alaska.	United States district judge, first division, District of Alaska.	Robert W. Jennings, term expired.
			PUBLIC HEALTH SERVICE ¹		
			Francis A. Carmelia.....	Surgeon.....	
	619	391-1	Lionel E. Hooper.....	do.....	
	631	398-1	Ernest W. Scott.....	do.....	
	632	398-2			
	633	398-3			
	641	377-14	POSTMASTERS ¹		
			ILLINOIS		
			Carl M. Crowder.....	Bethany.....	C. M. Davis, resigned.
			Warren S. Bunker.....	Equality.....	H. L. B. Mason, deceased.
			Paul W. Gibson.....	Louisville.....	A. J. Ikemire, deceased.
	653	413	IN THE NAVY ¹		
			Acipfar A. Marsteller.....	Passed assistant surgeon.	
			Thomas L. Carter.....	do.....	
	653	413	Loyd Lewis Edmisten.....	Assistant surgeon.....	
4	3½	4	12½	12	12

¹ These headings to be set in case 130.

REPORTS, DOCUMENTS, AND LAWS

[In either Senate or House reports follow Bill style in titles of or extracts from bills. Follow copy in reports on pension bills in regard to vision, as *vision was impaired 20/400*, etc.]

[30 points]

72D CONGRESS 1st Session	HOUSE OF REPRESENTATIVES	REPT. 156 Part 2
	[One 2-point lead above parallel rule]	

[50 points]

PORTER BROS. & BIFFLE ET AL.¹

[18 points]

[8 points]

FEBRUARY 17, 1932.—Committed to the Committee of the Whole House and ordered to be printed ²

[6 points]

[18 points]

Mr. SCHAFER, from the Committee on Claims, submitted the following

[14 points]

REPORT

[10 points]

[To accompany H.R. 6154]

[14 points]

The Committee on Claims, to whom was referred the bill (H.R. 6154) for the relief of Porter Bros. & Biffle et al., having considered the same, unanimously reported thereon, with the recommendation that the bill do pass with certain amendments.

The purpose of H.R. 6154 is to permit the parties named therein to enter suit in the United States District Court for the Eastern District of Oklahoma for damages due from the United States by reason of alleged neglect and wrongdoing of officials and inspectors of the United States Bureau of Animal Industry in dipping tick-infested cattle in Texas and Oklahoma.

STATEMENTS OF FACTS IN REGARD TO H.R. 6154

In 1919 several citizens of Oklahoma bought on the market at Fort Worth, Tex., cattle that had originated in quarantine areas. These cattle were dipped under the supervision of the United States Bureau of Animal Industry and were certified as being clean of fever and ticks. The cattle were shipped into Oklahoma and it was found that the fever ticks had not been killed. These cattle became rein-

¹ If title makes more than three lines in 10-point caps, set in 8-point caps; should the title be amended, make the heading correspond to the amended form.

² Must be set as indicated in copy. If illustrations accompany copy and are not ordered to be printed, do not add *with illustrations*. Return copy to Superintendent of Printing.

72D CONGRESS } 1st Session }	HOUSE OF REPRESENTATIVES	{ }	REPORT No. 15
---------------------------------	--------------------------	--------	------------------

PENSIONS AND INCREASE OF PENSIONS FOR CERTAIN SOLDIERS AND SAILORS OF THE REGULAR ARMY AND NAVY, ETC.

APRIL 26, 1932.—Committed to the Committee of the Whole House and ordered
to be printed

Mr. KOPP, from the Committee on Pensions, submitted the following

REPORT

[To accompany H.R. 5214]

The Committee on Pensions, to whom was referred sundry bills granting pensions and increase of pensions for certain soldiers and sailors of the Regular Army and Navy, etc., submit the following report:

This bill is a substitute for the following House bills referred to said committee:

H.R. 400. Hattie Hjelmberg
416. Julia M. Porter
424. Annie M. Sullivan

H.R. 1031. Fletcher Duling
1078. William D. Wheaton
1098. Elmer H. Weddle

H.R. 416. Julia M. Porter, Auburn, N.H., widow of Clinton A. Porter, who served during the war with Spain in Company F, First New Hampshire Infantry, from June 28 to October 31, 1898. (W. Ctf. 868508.)

A physician testifies as follows:

I have this day examined Julia M. Porter, aged 38 years, of Auburn, N.H., widow of Clinton A. Porter, private, Company F, First Regiment New Hampshire Volunteer Infantry. She had previously been approved for disease of eyes 4/18, etc.

It is believed that an increase of pension to \$20 per month is warranted, and it is so recommended.

Calendar No. 26¹

72D CONGRESS }
1st Session }

SENATE

{ REPORT
No. 27

RELIEF OF HEIRS OF AGNES INGELS, DECEASED

MAY 2 (calendar day, MAY 3), 1932.—Ordered to be printed

MR. HOWELL, from the Committee on Claims, submitted the following

REPORT²

[To accompany S. 1300]

The Committee on Claims, to whom was referred the bill (S. 1300) for the relief of the heirs of Agnes Ingels, deceased, having considered the same, report favorably thereon with the recommendation that the bill do pass with the following amendment:

In line 7, strike out the figures "\$10,000" and insert in lieu thereof the figures "\$5,000".³

The facts in the case are fully set forth in Senate Report No. 715, Seventieth Congress, third session, which is appended hereto and made a part of this report.

[Senate Report No. 715, Seventieth Congress, third session]

The Committee on Claims, to whom was referred the bill (S. 4692) for the relief of the heirs of Agnes Ingels, deceased, having considered the same, report favorably thereon with the recommendation that the bill do pass with an amendment.

On line 7, page 1, strike out "\$25,000" and insert in lieu thereof "\$5,000".

As amended, your committee recommend that the bill do pass.

¹ Use this type and form only on Senate reports. There is only one calendar in the Senate

² Should this line read "Adverse Report", do not space the words.

³ Follow copy literally as to use of punctuation marks in or outside of quoted words or figures.

72D CONGRESS 1st Session	}	HOUSE OF REPRESENTATIVES	}	REPORT No. 1667
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LEGISLATIVE APPROPRIATION BILL, 1933

JUNE 18, 1932.—Ordered to be printed

Mr. McDUFFIE, from the committee of conference, submitted the following

CONFERENCE REPORT¹

[To accompany H.R. 11267]

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate (nos. 46-168, both inclusive) to the bill (H.R. 11267) making appropriations for the legislative branch of the Government for the fiscal year ending June 30, 1933, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 49, 51, 62½, 65, 67, 71, 75, 77, 78, 79, 80, 94, 96, 97, 98, 99, 100, 102, and 132.

That the House recede from its disagreement to the amendments of the Senate numbered 48, 50, etc., and agree to the same.

[2 leads]

Amendment numbered 60:

[1 lead]

That the House recede from its disagreement to the amendment of the Senate numbered 60, and agree to the same with an amendment as follows:

In lieu of the matter proposed to be inserted by the Senate amendment insert the following:

Sec. 210. The provisions of all acts heretofore enacted inconsistent with sections 207, 208, and 209 are, to the extent of such inconsistency, hereby repealed, and such sections shall take effect on July 1, 1932.

And the Senate agree to the same.

¹ See also p. 239 for style of conference report in Congressional Record, and p. 277 for style of conference report printed as a Senate document.

Amendment numbered 150:

That the House recede from its disagreement to the amendment of the Senate numbered 150, and agree to the same with an amendment as follows:

In lieu of the matter proposed to be stricken out by the Senate amendment insert a comma and the following: *and all officers and employees of the division and commission not indispensable to the service shall be dismissed*; and the Senate agree to the same.

The committee of conference have not agreed on amendment numbered 46.

JOHN McDUFFIE,
L. W. DOUGLAS,
WILL R. WOOD,

Managers on the part of the House,

W. L. JONES,
REED SMOOT,
FREDERICK HALE,
E. S. BROUSSARD,
SAM G. BRATTON,

Managers on the part of the Senate.

[Names of House Members print first in a conference report printed as a House report.]

STATEMENT OF THE MANAGERS ON THE PART OF THE HOUSE¹

The managers on the part of the House at the conference on the disagreeing votes of the two Houses on the amendments of the Senate (nos. 46-168, both inclusive) to the bill (H.R. 11267) making appropriations for the legislative branch of the Government for the fiscal year ending June 30, 1933, and for other purposes, submit the following written statement in explanation of the effect of the action agreed upon by the conferees and recommended in the accompanying conference report:

Amendment no. 46: On this amendment, embracing title I of part II of the bill, relating to furloughs, permanent and temporary salary reductions, etc., the committee of conference have reached no agreement.

Amendments nos. 165, 166, and 167: These amendments make changes in section and title numbers. The House recedes.

Amendment no. 168: This amendment makes the provisions of part 2 of the legislative appropriation act applicable to the appropriations available for the fiscal year 1933, whether contained in the legislative appropriation act or in acts prior or subsequent to the date of the approval of such act. The House recedes.

JOHN McDUFFIE,
L. W. DOUGLAS,
WILL R. WOOD,

Managers on the part of the House.

¹ Statement of managers begins new page.

[Conference reports in Senate are printed as Senate documents. Note the following form:]

72D CONGRESS } 1st Session }	SENATE	{ DOCUMENT { No. 79
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APPROPRIATIONS, DEPARTMENT OF AGRICULTURE, 1933

Mr. McNARY, from the committee of conference, submitted the
following

CONFERENCE REPORT ON THE BILL (H.R. 7912) MAKING APPROPRIATIONS FOR THE DEPARTMENT OF AGRICULTURE

APRIL 4 (calendar day, APRIL 5), 1932.—Ordered to be printed

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 7912) making appropriations for the Department of Agriculture, etc.

That the Senate recede from its amendments numbered 41 and 45.

That the House recede from its disagreement to the amendments of the Senate numbered 2, 3, 4, etc., and agree to the same.

Amendment numbered 1:

That the House recede from its disagreement to the amendment of the Senate numbered 1, and agree to the same with an amendment as follows:

Restore the matter stricken out by said amendment, amended to read as follows:

Public Resolution Numbered 9, Fifty-eighth Congress, first session, approved March 14, 1904 (U.S.C., title 44, sec. 290), is hereby amended by striking out all after the resolving clause and inserting in lieu thereof the following:

And the Senate agree to the same.

The committee of conference have not agreed on amendments numbered 6, 13, 14, 15, 16, 17, 21, 22, 29, 30, 53, 56, 61, 67, 68, 69, 76, 77, and 82.

CHAS. L. McNARY,

W. L. JONES,

HENRY W. KEYES,

JOHN B. KENDRICK,

Managers on the part of the Senate.

J. P. BUCHANAN,

JOHN N. SANDLIN,

ROBT. G. SIMMONS,

Managers on the part of the House.

[Names of Senate Members print first in a conference report printed as a Senate document.]

[The above form (using *presented* instead of *submitted*) will be followed in Senate documents other than conference reports when no title-page is called for.]

72^D CONGRESS
1st Session

{

HOUSE OF REPRESENTATIVES

{

DOCUMENT
No. 276

MERRIMACK RIVER, MASS.

LETTER

FROM

THE SECRETARY OF WAR

TRANSMITTING

REPORT FROM THE CHIEF OF ENGINEERS ON MERRIMACK RIVER,
MASS., COVERING NAVIGATION, FLOOD CONTROL, POWER DE-
VELOPMENT, AND IRRIGATION

MARCH 17, 1932.—Referred to the Committee on Rivers and Harbors and ordered
to be printed, with 15 illustrations

WAR DEPARTMENT,
Washington, March 15, 1932.

The SPEAKER OF THE HOUSE OF REPRESENTATIVES.

DEAR MR. SPEAKER: I am transmitting herewith a report dated
March 15, 1932, from the Chief of Engineers, etc.

Sincerely yours,

PATRICK J. HURLEY,
Secretary of War.

WAR DEPARTMENT,
OFFICE OF THE CHIEF OF ENGINEERS,
Washington, March 15, 1932.

Subject: Report on Merrimack River, Mass.

To: The Secretary of War.

1. I submit for transmission to Congress, my report with accom-
panying papers and illustrations, on Merrimack River, Mass., made,
etc.

LYTLE BROWN,
Major General, Chief of Engineers.

72D CONGRESS	}	SENATE	{	DOCUMENT
1st Session				No. 2

WILLIAM W. DANENHOWER

LETTER FROM THE ASSISTANT CLERK OF THE COURT OF CLAIMS,
TRANSMITTING A COPY OF THE FINDINGS OF THE COURT IN
THE CASE OF WILLIAM W. DANENHOWER AGAINST THE UNITED
STATES

APRIL 13, 1932.—Referred to the Committee on Claims and ordered to be printed.¹

COURT OF CLAIMS, CLERK'S OFFICE,
Washington, April 11, 1932.

THE PRESIDENT OF THE SENATE.

SIR: Pursuant to the order of the court, I transmit herewith a certified copy of the findings of fact and conclusion filed by, etc.

I am, very respectfully, yours,

F. C. KLEINSCHMIDT,
Assistant Clerk Court of Claims.

[Court of Claims of the United States. No. 17319, Congressional. *William W. Danenhower v. The United States*]

STATEMENT

This is a claim for damages to business property belonging to claimant arising out of the changes in the grades of certain avenues in Washington City, D.C., and the relocation of its tracks by a railroad company under an act of Congress.

The bill reads:

"That the Secretary of the Treasury is hereby authorized and directed to pay to, etc., in pursuance to the act of Congress approved February 12, 1901 (31 Statutes at Large, page 774), and acts supplemental thereto."

FINDINGS OF FACT

I. The actual damages caused by depreciation in value of claimant's property in the fall of 1903, due to changes in the grades of New Jersey and Virginia Avenues, etc.

CONCLUSION

The court, as a conclusion, states that the foregoing findings of fact show the nature and character of the demand. Whether the same shall be paid rests in the discretion of Congress.

Filed March 28, 1932.

A true copy:

Test this April 11, 1932.

[SEAL]

F. C. KLEINSCHMIDT,
Assistant Clerk Court of Claims.

¹ Must be set as written. If illustrations accompany copy and are not ordered to be printed, do not add *with illustrations*. Return copy to Superintendent of Printing.

[Court of Claims. French spoliations. Act of Jan. 20, 1885; 23 Stat. L. 283. Ship *Glasgow*. M. Alcorn, Master]

No. of
case

Claimant

1806. Horace E. Hayden, administrator de bonis non of the estate of David H. Conyngham, surviving partner of the firm of Conyngham, etc.

On May 29, 1932, the United States Senate, by resolution, referred to the court under the act of March 3, 1887, a bill in the following words:

“[S. 2951, 72d Cong., 2d sess.]

“A BILL For the relief of the State of Oregon

“*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the sum,*” etc.

Thereafter the claim was presented to the Fiftieth and subsequent Congresses and was transmitted to the court by resolution of the United States Senate, etc.

By THE COURT.

72D CONGRESS	}	HOUSE OF REPRESENTATIVES	{	DOCUMENT
1st Session				No. 323

DEFICIENCY ESTIMATES OF APPROPRIATIONS FOR THE
PAYMENT OF CLAIMS, NAVY DEPARTMENT

COMMUNICATION

FROM

THE PRESIDENT OF THE UNITED STATES

TRANSMITTING

TWO DEFICIENCY ESTIMATES OF APPROPRIATIONS FOR THE
NAVY DEPARTMENT FOR THE FISCAL YEARS 1932 AND 1933,
AMOUNTING IN ALL TO \$1,543.11, FOR THE PAYMENT OF CLAIMS
SETTLEMENTS REPORTED BY THE GENERAL ACCOUNTING
OFFICE AS CHARGEABLE TO APPROPRIATIONS WHICH ARE EX-
HAUSTED, TOGETHER WITH TWO PROVISIONS AFFECTING EX-
ISTING APPROPRIATIONS FOR THE FISCAL YEAR 1932

MAY 13, 1932.—Referred to the Committee on Appropriations and ordered to be
printed

THE WHITE HOUSE,
Washington, May 12, 1932.

THE SPEAKER OF THE HOUSE OF REPRESENTATIVES.

SIR: I have the honor to transmit herewith for the consideration of Congress two deficiency estimates of appropriations for the Navy Department for the fiscal years 1932 and 1933, amounting in all to \$1,543.11, for the payment of claims settlements reported by the General Accounting Office as chargeable to appropriations which are exhausted, together with two provisions affecting existing appropriations for the fiscal year 1932.

The details of these estimates, and the provisions affecting existing appropriations, the necessity therefor, and the reasons for their transmission at this time are set forth in the letter of the Director of the Bureau of the Budget, transmitted herewith, with whose comments and observations thereon I concur.

Respectfully,

HERBERT HOOVER.

SAMPLES OF ESTIMATES IN TABULAR FORM

BUREAU OF NAVIGATION

Transportation and recruiting, Bureau of Navigation, 1932----- \$246. 06

This estimate of appropriation is to provide for payment of claims approved by the General Accounting Office, as per certificates of settlement nos. 0255663, 0257111, 0264632, 0272207, and T-73602.

BUREAU OF SUPPLIES AND ACCOUNTS

Maintenance, Bureau of Supplies and Accounts, 1933----- \$1, 297. 05

This estimate of appropriation is required to provide for payment of claim approved by the General Accounting Office, as per certificate of settlement no. T-78765.

Deficiency estimates of appropriations required for the service of the fiscal years ending June 30, 1932 and 1933, by the Navy Department

[Note that the cast of the last column is 7 ems of 6 point]

Detailed objects of expenditure	Total amount to be appropriated under each head of appropriation	Amount appropriated for the fiscal year for which the appropriation is requested
OFFICE OF THE SECRETARY		
Draft of a proposed provision pertaining to certain appropriations, Navy Department, for the fiscal year 1932: The restrictions contained in certain appropriations for the Naval Establishment for the fiscal year 1932, limiting the amounts that may be paid to certain classes of civilian employees in the field service, are hereby waived to the extent necessary to permit payment to employees assigned to group IV (b) and those performing similar services carried under native and alien schedules in the schedule of wages for civil employees in the field service of the Navy Department (U.S.C., title 34, secs. 503, 504; act July 3, 1930, vol. 46, p. 1005)-----		
BUREAU OF NAVIGATION		
Transportation and recruiting, Bureau of Navigation: For travel allowance, etc., including the same objects specified under this head in the naval appropriation act for the fiscal year 1933 (act July 1, 1922, vol. 42, p. 790)-----	\$246. 06	\$4, 151, 775. 00
BUREAU OF SUPPLIES AND ACCOUNTS		
Maintenance, Bureau of Supplies and Accounts: For fuel; the removal and transportation of ashes and garbage from ships of war; books, blanks, stationery, etc., including the same objects specified under this head in the act making appropriations for the Navy Department and the naval service for the fiscal year 1933 (acts May 21, 1926, vol. 44, p. 604; Mar. 25, 1930, vol. 46, p. 111; July 3, 1930, vol. 46, pp. 851, 883; Mar. 4, 1932, vol. 46, p. 1576)---	1, 297. 05	9, 536, 888. 35
Total, Navy Department-----	1, 543. 11	-----

DRAFT OF A PROPOSED PROVISION PERTAINING TO THE APPROPRIATION "PAY, SUBSISTENCE, AND TRANSPORTATION, NAVY", FISCAL YEAR 1932

The appropriation "Pay, subsistence, and transportation, Navy", fiscal year 1933, is hereby made available for payment to James P. Sloan gratuity in the amount of \$324, on account of the death of his son, Andrew Jarvis Sloan, who was killed in line of duty on board the U.S.S. *Mississippi* on June 12, 1924, as authorized by the act approved June 11, 1930 (46 Stat., pt. 2, p. 253).

72d CONGRESS } 1st Session }	HOUSE OF REPRESENTATIVES	{ DOCUMENT No. 315
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VETO MESSAGE ON H.R. 4724, A BILL TO CONFER THE
BENEFITS OF HOSPITALIZATION, ETC., TO CERTAIN
PERSONS

MESSAGE

FROM

THE PRESIDENT OF THE UNITED STATES

TRANSMITTING

TO THE HOUSE OF REPRESENTATIVES WITHOUT HIS APPROVAL
THE BILL H.R. 4724, ENTITLED "AN ACT TO CONFER TO CERTAIN
PERSONS WHO SERVED IN THE QUARTERMASTER CORPS OR
UNDER THE JURISDICTION OF THE QUARTERMASTER GENERAL
DURING THE WAR WITH SPAIN, THE PHILIPPINE INSURRECTION,
OR THE CHINA RELIEF EXPEDITION THE BENEFITS OF HOSPI-
TALIZATION AND THE PRIVILEGES OF THE SOLDIERS' HOMES"

MAY 9, 1932.—Referred to the Committee on Pensions and ordered to be printed

To the House of Representatives:

I am returning without approval H.R. 4724, entitled "An act to confer to certain persons who served in the Quartermaster Corps or under the jurisdiction of the Quartermaster General during the war with Spain, the Philippine insurrection, or the China relief expedition the benefits of hospitalization and the privileges of the soldiers' homes."

This bill is identical with H.R. 6997, Seventy-first Congress, third session, from which I withheld approval for the reasons set forth in my message to the House of Representatives of February 23, 1931, printed as House Document No. 778. Nothing has transpired since that date which would justify me in now approving this bill.

I cannot concur in a proposal to single out one class of civilian employees who served during certain periods of hostilities and confer upon them a right to the benefit of hospitalization and domiciliary care provided by law for veterans of our wars. Such proposal, etc.

HERBERT HOOVER.

THE WHITE HOUSE, May 9, 1932.

SAMPLE OF STYLE FOR LAWS .

[PRIVATE—No. 135—72D CONGRESS]

[Two 2-point leads]

[H.R. 1248]

[Three 2-point leads]

AN ACT

[Three 2-point leads]

Granting a pension to Katherine S. McCartney, widow of William H. McCartney.

[8 points]

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Administrator of Veterans' Affairs be, and he is hereby, authorized and directed to place on the pension roll, subject to the provisions and limitations of the pension laws, the name of Katherine S. McCartney, widow of William H. McCartney, late captain Company A, Second Regiment Iowa Volunteer Infantry, and pay her a pension at the rate of \$30 per month.

Approved, September 30, 1932.

SAMPLE OF PROCLAMATION DATE

[The following paragraph shows the manner of dating proclamations and other Executive documents. Note capitalization and punctuation.]

Done at the City of Washington this day of ,
in the year of our Lord , and of the Independence of the
United States of America the .

[Follow this series of type]

[Cheltenham Bold]

HEARING

[Case 125]

BEFORE _____

[6-pt. caps]

SUBCOMMITTEE OF THE

[Case 90]

COMMITTEE ON _____

[Case 91]

UNITED STATES SENATE

[Case 91]

SEVENTY-SECOND CONGRESS

[10-pt. caps]

_____ SESSION

[8-pt. caps]

ON

[6-pt. caps]

A BILL

[Case 225]

[8-pt. caps]

[8-pt caps]

Printed for the use of the Committee on _____

UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1933

[Personnel of committee to]
appear on back of title]

PATENTS

Where no specific reference is made to patents or to the Official Gazette, the rules herein given apply to both classes of work. The term "patents" includes plant patents, trade-marks, designs, and reissues.

ABBREVIATIONS

Patents

Follow copy, except in headings, in which the names of States (except New York, N. Y.), fractions in assignments, etc., should be spelled. "Saint" should be abbreviated "St." in names of cities in the United States; sections of cities should be printed "N. W.", "E. C.", etc.

Follow copy in the use of the word "Figure" or "Fig." when followed by a numeral where reference is had to figures of the drawings.

Use "etc." in headings, but follow copy (&c. or etc.) elsewhere.

Spell out "&" wherever it appears in copy, except in the names of firms and corporations and in the signatures to trade-marks, where copy should be followed.

Official Gazette

States.—Abbreviate (according to rule 61) the names of States except in treaties, conventions, etc., with foreign countries; laws; acts of Congress; extracts; and quoted matter, where copy should be followed. (See list of abbreviations on p. 56.)

Months.—Follow copy in treaties, conventions, etc., with foreign countries; laws; acts of Congress; extracts; and quoted matter. Spell out in everything else, except in the index and in the headings of claims, published trade-marks, and patent suits. For the day of the month, following the name, use figures only. Where preceding the name of the month, use 1st, 2d, 3d, etc., as "the 1st of January", "the 2d day of January", etc.

Street, avenue, road, etc.—Follow copy in treaties, conventions, etc., with foreign countries; laws; acts of Congress; extracts; and quoted matter, but spell out in everything else.

Citations.—Copy should generally be followed, but abbreviate section, chapter, page, etc.

Etc. and &c.—Follow copy in treaties, conventions, etc., with foreign countries; laws; acts of Congress; extracts; and quoted matter. Use "etc." in everything else.

CAPITALIZATION

Capitalize "Letters Patent" whether standing alone or followed by a numeral. Capitalize "Patent", "Trade-Mark", "Design", "Reissue", "Certificate", "Sheet", "Plate", "Diagram", "Case", and "Division", where followed by a numeral, in any one of the following forms: "Patent No. 680,180", "my Patent No. 680,180", "Patent 680,180", "Trade-Mark No. 140,500", "Design No. 10,500", "Reissue No. 14,500", "reissued Patent No. 14,500", "Reissue Patent No. 14,900", "Certificate No. 130,500", "Sheet 1", "Example 1", "Plate 1", "Diagram 1", "Case A", "Equation 1", "Formula 1", and "Division A." Lower-case "patent statutes", "registration No. 130,500", and "trade-mark registration No. 130,500."

Proper nouns used as adjectives should generally be capitalized. There are a few exceptions to this rule. (Refer to list of words in common use in patents.)

Capitalize legends which are placed upon devices, drawings, blank forms, etc., for purposes of caution, direction, explanation, etc., as, "The semaphore bears upon its face the word Safety"; "As shown in Fig. 2, at the point marked Upper"; "The first column is headed Amt., the second, Year"; "The figures are entered in the Rec'd column." Where more than one word is used, capitalize only the first word. Lower-case "danger position", "on position", etc.

Capitalize the principal words in trade-mark phrases, as "My trade-mark consists of the words Golden Rod Butter, distinctively displayed."

Capitalize the word "Figure" spelled or abbreviated, if followed by a numeral, where reference is had to figures of the drawings.

Capitalize the words "Corporation" and "Firm" as used in the headings of claims printed in the Official Gazette. See Samples for Gazette Work.

Capitalize the following where reference is had to a geographical subdivision of a foreign country and where used in connection with the name thereof:

Canton (Switzerland and Luxemburg)	Prefecture (Japan)
Commonwealth (Australia)	Principality
Department (France, etc.)	Province
Dominion, District (Canada)	Provincial District (New Zealand)
Duchy or Grand Duchy	Republic
Empire	State
Federal District (Brazil, Mexico, and Venezuela)	Territory
Kingdom	Union (South Africa)
Län (Sweden)	Vilayet (Turkey)

Capitalize the scientific names of plants and animals where reference is had to the genus, order, or family, but always lower-case the species, as *crispus* (species), *Chondrus* (genus), *Chondrus crispus* (genus and species), *Algæ* (order). Where reference is had to an individual member of an order, lower-case, as an *alga* (or the *algæ*) of the genus *Chondrus*.

Capitalize the principal words of titles of books, magazines, and other publications, as the British Pharmacopœia, Bulletin of the American Pharmaceutical Association, Chemical Reactions and Equations, etc.; but capitalize only the first word and proper nouns of titles of articles in books, magazines, and other publications, as, Brown, Delicacy of British Pharmacopœia test for arsenic, Journal of Pharmacy.

Capitalize the first word of titles of inventions where preceded by the word "entitled", as, The invention shown in my Patent No. 530,410, entitled "Variable-speed-transmission gearing."

Capitalize the first word of titles of invention in text when referring to title in previous patent in connection with date and serial number.

Where part of an incorporated name, capitalize the word "city", as Kansas City, Oklahoma City, Jersey City, etc.; but lower-case New York city, etc.

Where abbreviations consist of single letters, capitalize the same, but not abbreviations of weights and measures, which should be lower-cased. Examples: H. P. for horsepower; R. P. M. for revolutions per minute; E. M. F. (plural E. M. F.'s) for electromotive force; NEA; C. for centigrade (but lower-case cent. etc.), should be capitalized, while lb. for pound; ft. for foot; c. c. or cc. for cubic centimeter; gm. for gram; cwt. for hundredweight; k. w. or kw. for kilowatt; mm. or m. m. for millimeter; c. g. s. for centimeter gram second; etc., should be lower-cased.

All names of corporations and firms should be printed in caps in head and signature. Names of individuals comprising lower-cased "de", "von", etc., should be printed in small caps in head and signature, but lower-case in black signatures. "Dr.", "Jr.", etc., should be printed in caps and small caps in signature; "née" and "geboren" should be printed in small caps in head and signature.

Official Gazette only

Capitalize full titles of all courts, as United States Supreme Court, Supreme Court of the District of Columbia, United States Circuit Court of Appeals, Second District, etc.; but lower-case court of appeals, circuit court of appeals, etc.

Capitalize the word "court" where reference is had to the United States Supreme Court, but lower-case elsewhere.

Capitalize the word "office" where reference is had to the Patent Office, but lower-case elsewhere.

Capitalize the titles of officials of the Patent Office.

Capitalize full titles of acts, as Trade-Mark Act, Spooner Act, etc.; but lower-case the word "act" where standing alone, "or act of 1905."

Capitalize principal words in description of goods in published trade-marks and in trade-mark phrases.

Capitalize Patent No. 1,780,310, but lower-case British patent, No. 1,780,310, and Smith patent, No. 1,780,310.

Claims.—In headings omit "of", "all of", "late of", "both of." Capitalize "Corporation", "Firm", and "The" preceding the name of a company. Note samples on page 294.

COMPOUNDS

Patents

Where two words are made of terms that are usually closed up, copy should be followed even though one word in heading; but prefixes should be closed up with the words to which they belong, unless connected thereto by a hyphen, when copy should be followed. Examples: Horse shoe, rail road, fire arm, grind stone, anti-friction, electro-magnet, sub-station, ferro-manganese, etc., follow copy; but close up anti friction, electro magnet, sub station, ferro manganese, etc., if they appear as two words in copy.

Official Gazette

Follow copy in claims, titles in labels and prints, quoted matter, laws, treaties, etc.; but compound in accordance with Webster's New International Dictionary in everything else.

FIGURES

Patents

Follow copy, except in assignments in headings, where figures should be spelled. Change "Figure one", "Fig. two", etc., in the text to "Figure 1", "Fig. 2", etc.

Official Gazette (decisions and miscellaneous notices only)

Follow copy in treaties, conventions, etc., with foreign countries; laws; acts of Congress; extracts; and quoted matter. Spell out figures under 10 in everything else, except figures at the beginning of paragraphs, tabular matter, enumerations, figures of reference, etc. Only a general rule can be given. Much must be left to the judgment of the copy editor.

GOTHICS

All letters and figures relating to shape should be in gothic, except I, which should be in clarendon. Where copy has tee shape, change to T shape; eye beam, change to I beam; ell, change to L; in the form of an A; the A frame; the Y; in the shape of an 8. Do not quote gothics, as "A" frame. If quotes are in copy, omit them. Golf tee should be spelled, as it does not indicate shape:

ITALICS AND ROMAN

Italics must be used in the Latin names of plants and animals where reference is had to the species (as *tuberosa*) or to the genus followed by the species (as *Asclepias tuberosa*); but roman should be used where reference is had to the genus alone (as *Asclepias*) or to the order (as *Asclepiadaceæ*). Also italicize the names of vessels and titles of cases in citations, as *Smith et al. v. Brown*; the *Brown Case* (180 O. G. 306); but Brown case, without citation, should be set in roman.

Roman should be used in the Latin names of medicines, diseases, anatomical terms, chemicals and dyestuffs, geological and mineralogical terms, Latin words and phrases generally, and in titles of books, magazines, and other publications.

Where italics (to indicate emphasis) appear in copy for decisions for the Gazette, the same should be followed; but in patents only such words should be set in italics as have been marked by the copy editor, except that Latin names of plants and animals should be set in italics in accordance with the above rule, even if not so marked in copy.

MISCELLANEOUS

Notice if patent is a "division", a "continuation", a "refile", a "no fee", a "No Drawing", or has "foreign application", and make head read accordingly. All new matter supplied in the head must be queried.

In patents and designs when jacket calls for "1 sheet of drawings", make drawing singular throughout patent. When jacket calls for more than 1 sheet of drawings, make it drawings throughout patent. Where amendments do not conform to above rules, correct with a query. The word "drawing" should always be singular in trade-marks.

In formulas and equations close up all symbols.

Care must be taken to see that claims are properly numbered. Where reference is made in a claim to the number of a preceding claim, see that the proper number is used when claims have been renumbered.

holland linen
Hong Kong
horsepower
hyposulphite (not hyposulfite)
hypotenuse, hypotenuse

I

in any wise
inasmuch
india ink, India ink
Indian corn
in no wise
insertable, insertible
in so far or insofar
insomuch
interiorly, interially
introducible
invar metal

J

Jacquard loom (lower-case all others, as: jacquard motion, etc.)
jam, jamb (pressure, nut)
jamb, jambe (door)
japan varnish
joule (unit of energy)
Joule's (cycle, law, or equivalent)

K

kafir, kaffir
kaoliang (grain)
Keen's or Keene's cement
Kelvin scale, or K.
kerosene (only)
kieselguhr
kilogram, kilogramme
kraft paper (not craft)
kumquat

L

lavallière
lavalier
Leipzig
lens (only)
Levers lace
lithopone
lodgment, lodgement
longéron
loupe (jeweler's)
louver, louvre
Lucerne, Switzerland
Lumière
luminair
Lyon, France

M

macadam road
machinability
machinable
Mah jong
maltha (mineral tar)
mandrel, mandril
maneuver, manœuvre
Mangin mirror
manila paper
manila rope
manipulable, manipulatable
mansard roof
mantel, mantle (fireplace)
mantle, mantel (cloak)
marcelling
Marcel wave
Marseille, France
Master Car Builders' coupler
maul
McKay shoe
medicament (not medicant)
megohm (measure)
microhm (measure)
Miller hook
milo grain
Minié rifle
mitred, mitred
moiré (v. and a.) moire (n.)
mol. or mols

Monel metal
Montan wax
morocco binding
movable, moveable
mucus (n.), mucous (a.)
mutor

N

nacelle
naphtha, naphtha
naphthalene, naphthaline
naphthol, naphthol
navy blue
negligee, negligé
negligible, negligible
nichrome
nick, knick
nickel (metal or coin) only
Nicol prism
nicotine, nicotin
noble metal
nozzle (only)
n-pole dynamo
nth degree
Nuremberg

O

ogee shape (not O. G.)
operable, operatable
os calcis
oscillatable, oscillable
overlie
oxford shoe
oxidation, oxidization
oxide, oxid, oxyde, oxyd

P

pajamas (only in patent titles)
pajamas or pyjamas (trade-marks)
palette (artist's)
pallet, palate, palette, palet (brick-making)
papier-mâché
paraffin, paraffine
Pará rubber
pasteurize
pâté (pie)
pendant, pendent (n.)
pendent, pendant (a.)
per cent
per cent.
percent.
peripheral, peripheral
peripheral
pet cock
pH.
phone
phosphorus (n.). (When used in combinations follow Webster; if not given, follow copy)
pimento, pimiento (fol.)
pincers, pinchers
pitman (pl., pitmen only)
Pitot tube
pivotably
pivotal, pivotable
pivotally (not pivotedly)
plansifter
plaster of Paris
platen, platten, plattin
pliers, plyers
pilotron
ply, plie
Pontianak gum
portière
Portland cement
practice, practise (n., v.)
preventer
projectable (only)
propellant (n.); when used in combination follow copy, as propellant powder or propellent powder
propeller (only)
Puerto Rico
purée, puree
pylon

Q

quantitative, quantative, quantitative

R

rabbet (carpentry)
radical, radicle (chem.)
rarely, rarely.
reciprocal, reciprocatable
reenforce, reinforce
registrable, registerable
releasable (only)
repellent (n. and a.)
replaceable (only)
resin, rosin (fol.)
resistor
résumé
retractable, retractible
revoluble, revolvable
revolvibly, revolvably
Riggs' disease
Rochelle salt
Röntgen, Roentgen
rotary, rotatory (fol.)
rotatable (not rotale)
Russia leather
Russia (if on file)

S

saccharin (a bitter white lactone)
saccharine (sugar substitute)
salable, saleable
salvarsan
Samson post
Saybolt
saxophone
scallop, scollop
selsyn (transformer)
selvage, selvedge
separator (only)
settable
shelf, shelve
shellac, shellack, shell-lac, shell-acked
shipable
shoofly, shooflys
singletree, swingletree
siphon (not syphon)
sirup, syrup
sisal rope
skull, scull
sley, slay (knitting machinery)
slidable, slideable
soy or soya bean
spigot, spicket
squeeze
Stillson wrench
strop, strap
style, stylus, styli, styluses
suede
sulph, sulfo (prefix denoting sulphur)
swage, swedge
sylphon (bellows)

T

taboret, tabouret
taxiing, taxying
therefor, therefore (in return for that or this)
therefore (consequently) only
thermion
thermionic
thermosiphon, thermosiphon
thrash, thresh (beat grain)
threadably, threadedly
through, thru
thumb, thum
tier (to tie)
Timken bearing
tire, tyre (of a wheel)
tonsillitis, tonsilitis
torchère
torsional, tortional
transferrer, transferror
transversely, transversally
trippable

T square tunny, tuna (fish) Turkey red turmeric (not tumeric) tuyère, twyer Twaddell, or Twad tying, tied	V valance (fabric) valence (chemistry) venturi Venturi tube vernier clutch viz or viz. visor, vizor	Wilton carpet woolen, woollen woolly, wooly
U una-flow unsanitary utilized (only) Union of Socialist Soviet Re- publics	W wagon, waggon Wheatstone bridge wienerwurst	Y yolk (not yelk) yoshino paper Young's modulus
		Z zed shape zeppelin (n.) Zeppelin (a.) zinc, zink

PLURALS

Follow copy in the Latin or English forms for plurals where both forms are recognized. A few are:

abacus, pl. abacuses or abaci antenna, pl. antennæ apex, pl. apices or apices apparatus, pl. apparatus, apparatuses callus, pl. calli candelabrum, pl. candelabrum or candelabra fascia, pl. fasciæ frustum, pl. frustums or frusta	helix, pl. helices or helices lamina, pl. laminæ latex, pl. latices matrix, pl. matrices, not matrixes medium, pl. mediums or media spatula, pl. spatulas speculum, pl. speculums or specula stylus, pl. styli or styluses
--	---

Collective nouns, such as "pair", "series", "mechanism", "goods", "type", etc., may be regarded as either singular or plural, and copy should be followed.

POSSESSIVES

Correct errors in the use of the apostrophe in the possessive case. Follow the document style. (See rule 36.)

PUNCTUATION

Patents

Follow copy literally, except in headings and preambles of trade-marks, which should be punctuated according to office style.

In the figure description delete all punctuation between the numeral and the verb.

Commas used for periods in decimal fractions are to be followed.

In equations, center points should be followed.

Official Gazette

Follow copy in claims; titles in labels and prints; court decisions; treaties, conventions, etc., with foreign countries; rules and amendments thereto; laws; extracts; quoted matter; and acts of Congress. Punctuate everything else, including Commissioner's decisions and citations in all decisions.

REFERENCE LETTERS AND FIGURES

When copy has capitals, use roman capitals, and when copy has lower-case letters use lower-case italic, as, the wheel A has a rim *a* and spokes *b*; the hub B is of iron; the wrapper *Wr* is of paper.

Quote reference letters and figures, if copy, as, the frame "A" consists of uprights "1" and "2."

Where superior reference letters are used running up to "x", "y", and "z", use the superior letter "x"; otherwise use superior multiple. Where other superior figures are used, the superior cipher should be used, and not the letter "o" nor a degree mark. Where other superior letters are used, the superior letter "o" should be used.

Follow copy as to a_1 , a_2 , $1a$, $1b$, etc., or a^1 , a^2 , 1^a , 1^b , etc. Copy should be followed in respect to the prime mark or superior "1", thus: "The wheels a' and a'' " or "The wheels a^1 and a^2 ." Some typewriters use the prime mark for "1", after passing "9", as: a^0 , a' , a'' , etc., which should be changed to a^0 , a^{11} , a^{12} , etc. These latter cases should be indicated by the copy editor. Follow inferiors where so used in copy as: a_1 , a_2 , etc.

Since typewriters use same character for figure 1 and lower case l, cipher and cap O, all such characters will be printed as figures unless otherwise marked. When Greek letters are used, they should be identified by name.

Where copy has prime over the inferior mark the inferior goes first followed by prime, thus: a_2' , or a_2^3 .

SIGNATURES

The following are the proper indentions for trade-mark signatures, and should be followed:

JOSEPH C. BROWN. ☐ ☐

JOSEPH C. BROWN, ☐ ☐
President. ☐

P. M. BERNSTEIN CO., ☐ ☐
By W. D. FOX,
President.

CHAS. BURROUGHS CO., ☐ ☐
By E. C. DEARING,
Secretary and Treasurer. ☐

A. T. SHOE CO.,
By BENJ. M. MEACHAM, ☐ ☐
President. ☐

C. O. BENNER CIGAR CO., ☐ ☐
By ORVIS K. JARRET,
Member of the Firm. ☐

P. M. BERNSTEIN CO. ☐ ☐
W. D. FOX,
President.

Follow copy "Sec. & Treas." or "Secretary and Treasurer." Do not supply "By" in signatures.

Patent signatures should be borne off ☐ from right, longest line.

WILLIAM BUNION \times ^{his} SMITH. ☐
mark

- ☐ Witnesses to mark:
☐ ☐ M. M. KITCHENS,
☐ ☐ W. J. SPARKMAN.

SAMPLES FOR GAZETTE WORK

(Adjudicated patents)

(C. C. A. Del.) Gibson patent, No. 1,166,758, for flow-controlling apparatus, claims 1 and 2 *Held not infringed.* *Gibson v. Smoot Engineering Corporation*, 40 F.(2d) 819.

(Adverse decisions in interference)

Pat. 1,699,418, M. H. Woodward, Telegraph system, decided November 27, 1930, claims 8, 9, 10, and 13.

(Changes in classification)

Order No. 3,168, October 23, 1930, directs:

In class 178, *Telegraphy* (Division 16), establish the following subclasses and definitions:

Systems

- ☐ Automatic
☐ ☐ Printing

☐ ☐ ☐ 4.1 ☐ ☐ ☐ Remote control.

4.1. SYSTEMS, AUTOMATIC, PRINTING, REMOTE CONTROL. Systems coming under subclass 4 of remote control for starting and/or stopping printer motors at called or calling stations

☐ ☐ ☐ or both by either manually or automatically transmitted impulses or code.

Search this class, subclass 53.1.

Order No. 3119, May 16, 1929, directs:

In class 167, *Medicines* (Division 43), abolish the following subclasses:

- 2 Capsules
4 Extracts
5 Hair dyes and tonics
7 Internal remedies
8 Plasters
9 Topical remedies
☐ ☐ ☐ 10 Veterinary
11 Tobacco substitutes.

The patents formerly contained in these subclasses have been placed in class 167, subclasses 50-94, established in this order, in class 87, Oils, Fats, and Glue, subclass 28, Extracting, established in this order, and in class 131, Tobacco, subclass 67, Tobacco substitutes, established in this order.

In class 167, *Medicines* (Division 43), establish the following subclasses:

50 <i>Medicines</i>	55 <i>Internal</i>
61 <input type="checkbox"/> Radioactive,	56 <input type="checkbox"/> Laxative,
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 52 <i>Anæsthetics,</i>	57 <input type="checkbox"/> Effervescent
53 <i>Veterinary,</i>	58 <i>Topical</i>
54 <i>Inhalants,</i>	59 <input type="checkbox"/> Eye

(Claims)

- 1,786,480. TOLL-SERVICE TRUNKING SYSTEM. THOMAS F. CROCKER, Chicago, Ill., assignor to The Reserve Holding Company, Kansas City, Mo., a Corporation of Delaware. Filed Nov. 25, 1927, Serial No. 235,485, and in Great Britain Sept. 27, 1927. Renewed Apr. 9, 1930. 17 Claims. (Cl. 179-27.)
- 1,786,481. MACHINE FOR STITCHING PATTERNS ON FABRIC BASES. ALDO CURIONI, Larchmont, N. Y. Filed May 17, 1928. Serial No. 278,387. 3 Claims. (Cl. 112-79.)
- 1,787,392. REMOTE CONTROL FOR TALKING MACHINES. WILLIAM R. MOORE, Jr., Hagerstown, Md., assignor to Deca-Disc Phonograph Company, Waynesboro, Pa., a Corporation. Filed Dec. 22, 1927. Serial No. 241,931. 2 Claims. (Cl. 179-100.4.)
- 1,787,296. DOOR FASTENER. GUNTHER PHILIP WILD, Philadelphia, Pa. Filed Aug. 27, 1929. Serial No. 388,693. 4 Claims. (Cl. 292-340.) (Granted under the act of Mar. 3, 1883, as amended Apr. 30, 1928; 370 O. G. 757.)

(Commissioner's Decisions)

EX PARTE ARBUCKLE

Decided June 11, 1929

(Design)

- 82,416. SHOE. FERDINAND W. ELLINGTON, Jamaica, N. Y., assignor to Delman, Inc., New York, N. Y., a Corporation of New York. Filed June 25, 1930. Serial No. 36,162. Term of patent 3½ years.

(Disclaimer)

- 1,593,400.—*Carl M. Gilt*, Brooklyn, N. Y. FREQUENCY CONVERTER. Patent dated July 20, 1926. Dis-
☐ claimer filed November 12, 1930, by the assignee, *General Electric Company*.

(Index)

Use Smith, Robert A. and E. B.—*not* Smith, Robert A., and E. B. Smith.

Use U. S. Army—*not* United States Army.

In labels and prints follow copy in capitalization of titles.

Where there are two or more inventors spell out the Christian name of only the first inventor. Abbreviate the rest.

Where the name of a city or State appears two or more times in succession, do not repeat the same, but use only once. Note the following:

Jones, Robert A., and W. R. Smith, Altoona, assignors to A. J. Robinson, Philadelphia, Pa.
 Smith, John C., Chicago, H. Brown and B. Stewart, Freeport, assignors to H. B. Franklin & Co., Chicago, Ill.

Scott, Robert A., and J. E. Smith, Chicago, and F. A. Baker, Decatur, Ill.

Robinson, John G. and E. F., and T. E. Jones, New York, N. Y.

Morris, Henry B., deceased (H. B. Skinner, executor), and C. A. Vanderveer.

Parker, John C., deceased, Buffalo, N. Y.; C. Brown, administrator.

Becht, Edward C., Newport, Ky., and H. W. Becht, Rising Sun, Ind.; said H. W. Becht, assignor to said Edward C. Becht.

Du Pont, E. I., de Nemours & Company. (See Calcott, W. S., and Douglass, assignors.)

Moore, William R., jr., Hagerstown, Md., assignor to Deca-Disc Phonograph Company, Waynesboro, Pa. Remote control for talking machines. 1,787,392; Dec. 30.

Calcott, William S., and W. A. Douglass, Penns Grove, N. J., assignors to E. I. du Pont de Nemours & Company, Wilmington, Del. Retarding the deterioration of rubber. 1,787,064; Dec. 30.

Wilson, Clyde L., San Francisco, Calif. Powder puffs. 269,839; Apr. 22; Serial No. 292,918; published Feb. 11, 1930. Class 29.

(Label and Print)

- 38,486.—*Title*: FANCY HOTEL. For Coffee. STANDARD BRANDS INCORPORATED, New York, N. Y.
☐ Published November 6, 1930.

(Patent suits)

[Notices under sec. 4921, R. S., as amended Feb. 18, 1922]

1,058,285, L. A. Young, Upholstery spring construction; 1,428,701, O. A. Michelis, Wire loop; 1,439,891, J. T. Holthof, Spring cushion structure, D. C., E. D. Mich., S. Div. Doc. 1818, *L. A. Young Industries, Inc., v. Premier Cushion Spring Co.* Dismissed by consent Oct. 2, 1930.

Where matter runs over make a separate paragraph.

1,244,216. (See 1,558,436.) 1,244,217. (See 1,558,436.)

1,251,377. (See 1,173,079.) 1,273,627. (See 1,173,079.)

(Published trade-mark)

Ser. No. 297,676. MICHAEL KNEILING, doing business as Knelling Co., Tacoma, Wash. Filed Mar. 21, 1930. Under section 5b of the act of 1905 as amended in 1920.

All wording apart from the mark as shown on the drawing is disclaimed. The portrait forming a feature of the mark is the portrait of the applicant.

For Welding, Brazing, and Soldering Fluxes.

Claims use since Nov. 1, 1929.

(Registered trade-marks)

276,977. BRASS SWIVELS AND BRASS RINGS. H. A. B. SNEVE, doing business as H. A. B. Sneve
☐ Company, San Francisco, Calif.
 Filed November 1, 1929. Serial No. 291,893. PUBLISHED AUGUST 19, 1930. Class 13.

Note style below for assignment of registered trade-marks:

239,476. SLOW-OPERATING VALVE. FLOYD L. SCOTT, Houston, Tex., assignor to Hughes Tool
☐ Company, Houston, Tex., a Corporation of Texas.
 Filed July 16, 1928. Serial No. 734,692. PUBLISHED JULY 7, 1930. Class 31.

Trade-mark registered under act of March 19, 1920:

278,120. (CLASS 39. CLOTHING.) THE DALLAS CO., Des Moines, Iowa. Filed Sept. 16, 1929. Serial
 No. 289,821.
 For Women's and Misses' Ready-Made Dresses.
 Claims use since Aug. 29, 1929.

If registered trade-mark jacket does not carry a date published in the Gazette, note whether file is
 marked "Publication waived", in which case "Published" and date are omitted.

SAMPLES OF HEADINGS

(Straight issue)

Original No. 1,087,735, dated February 17, 1914, Serial No. 762,048, filed April 18, 1913. Application for
 reissue filed May 13, 1916. Serial No. 913,970.

(Reissued design)

Original No. 37,504, dated August 8, 1905, Serial No. 262,949, filed March 10, 1902, for 14 years. Application
 for reissue filed January 14, 1913. Serial No. 742,686. Term of patent 14 years.

(Divisional application)

Original application filed May 21, 1900, Serial No. 17,360. Divided and this application filed July 20, 1903.
 Serial No. 163,658.

(Continuation of application)

Continuation of application Serial No. 341,560, filed May 3, 1904. This application filed June 2, 1905.
 Serial No. 450,632.

(Renewed before reissue)

Original application filed May 20, 1898, Serial No. 480,550. Renewed August 10, 1901, Serial No. 12,640.
 Original No. 720,230, dated March 3, 1903. Application for reissue filed February 6, 1908. Serial No. 414,653.

(Renewed and divided before reissue)

Original application filed May 20, 1898, Serial No. 681,202. Renewed August 10, 1901, Serial No. 710,635.
 Divided and application filed February 7, 1902, Serial No. 930,110. Original No. 720,777, dated March 3,
 1904. Application for reissue filed February 9, 1910. Serial No. 414,652.

(Reissue divided)

Original No. 975,935, dated November 15, 1910, Serial No. 480,510, filed March 15, 1905. Application for
 reissue filed February 5, 1913. Serial No. 740,530.

DIVISION A

(Set "Division A" in 10-point roman caps and small caps)

Original No. 975,935, dated November 15, 1910, Serial No. 480,510, filed March 15, 1905. Application for
 reissue filed May 15, 1913. Serial No. 767,921

DIVISION B

(Set "Division B" in 10-point roman caps and small caps)

(Reissue of a reissue)

Original No. 1,056,794, dated March 25, 1913, Serial No. 481,582, filed May 30, 1910. Reissue No. 14,023,
 dated November 30, 1915, Serial No. 14,559, filed March 15, 1915. This application for reissue filed Sep-
 tember 25, 1919. Serial No. 326,421.

(Renewal of a renewed and divided specification)

Original application filed January 2, 1909, Serial No. 326,784. Renewed July 7, 1911, Serial No. 367,423.
 Divided and this application filed August 10, 1912, Serial No. 726,184. Renewed March 9, 1913. Serial
 No. 786,477.

(Division of two applications)

Original applications filed May 10, 1907, Serial No. 372,980, and December 11, 1908, Serial No. 467,087.
 Divided and this application filed March 28, 1910. Serial No. 552,082.

(Continuation of renewal)

Original application filed February 4, 1903, Serial No. 141,817. Continuation of renewed application filed
 February 23, 1905, Serial No. 246,916. This application filed June 29, 1905. Serial No. 267,527.

(Reissue heading for Gazette)

17,924. WATER TANK FOR CONCRETE MIXERS. GEBHARD JAEGER, Columbus, Ohio. Original
 No. 1,710,876, dated Apr. 30, 1929, Serial No. 279,169, filed May 19, 1928. Application for reissue filed
 Nov. 1, 1929. Serial No. 404,185. 10 Claims. (Cl. 83-73.)

The following sample heads are intended to serve as a general guide to the reader. Should any unusual construction occur which is not covered herein, the referee should be consulted before changing the form in which it is set.

"Territory of" should be inserted and queried before "Hawaii" and "Alaska" if omitted from jacket. In Canadian patents supply name of Province and query.

[In trade-marks where applicant has a number of places for doing business use commas and semicolons] Kingan & Company, Limited, of Indianapolis, Indiana; Richmond, Virginia; Philadelphia, Pennsylvania; and New York, N. Y.

[Note comma after name of administratrix when followed by an assignment, and its omission in the second sample]

Leslie G. S. Slocum, of San Francisco, California; Frances J. Knauss, administratrix of said Leslie G. S. Slocum, deceased, assignor to the Brewer Tichener Corporation.

William J. Gaven, of Wilkes-Barre, Pennsylvania, and Michael Fried, of Mount Vernon, New York; Mary E. Gaven administratrix of said William J. Gaven, deceased.

[Copy should be followed in the use or omission of the word "by" shown in the two samples following, the second form being used when executrix files application. Notice that the semicolon is supplanted by comma when "by" is inserted and that the words "deceased, late of" follow name of patentee]

Edmund C. Morgan, of New York, N. Y.; Olive Eugenie Morgan executrix of said Edmund C. Morgan, deceased.

Edmund C. Morgan, of New York, N. Y., by Olive Eugenie Morgan, executrix of said Edmund C. Morgan, deceased, assignor to John Smith.

[When executrix has made application]

Edward L. Watrous, deceased, late of El Paso, Texas, by Agnes B. Watrous, executrix, of Evanston, Illinois.

[Notice that "and" is supplied when inventors are from different cities]

Ralph Edward Ogden, of Cornwall, New York, and Charles C. Thompson, of Plainfield, and Arthur E. Van Tassel, of Bayonne, New Jersey, assignors, by mesne assignments, to J. Edward Ogden, of Mountainville, New York.

[Address of a patentee in the armed forces of the United States is not usually given, but should be printed when written on file]

John V. Rowan, of the United States Army, Aurora Heights, Virginia.

[Form when assignment was made before the death of one patentee]

Henry Phillips, of Ottumwa, and William E. Hunt, deceased, late of Ottumwa, Iowa, by Josephine Hunt, administratrix, of Ottumwa, Iowa; said Henry Phillips and William E. Hunt assignors to Ottumwa Box Carloader Company, of Ottumwa, Iowa, a corporation of Iowa.

[When assignment is made by executrices]

Alonzo E. Rhodes, deceased, late of Dover-Foxcroft, Maine, by Annie Maria Boswell and May Margaret Boswell, executrices, of Dover-Foxcroft, Maine, assignors to Draper Corporation, of Hopedale, Massachusetts, a corporation of Maine.

[When township is given, county should also follow]

Charlie Jajerson, of Baldwin Township, Shelburne County, Minnesota.

[Showing position of copartnership in an assignment]

Harry Glaberman, of Brooklyn, New York, assignor to National Form & Fixture Co., a copartnership composed of Harry Glaberman and Samuel Silverman, of Brooklyn, New York.

[“Doing business as” or “Trading as” follows name of inventor]

Henry T. Roberts, doing business as H. T. Roberts Co., of Chicago, Illinois.

[“Now by change of name” follows residence]

Henry T. Roberts, of Chicago, Illinois, now by change of name H. T. Roberts Co.

SAMPLE APPLICATION LINES

Application filed April 22, 1926, Serial No. 103,823, and in Great Britain February 11, 1926.

Application filed September 23, 1920, Serial No. 412,224. Renewed April 2, 1927.

Application filed April 27, 1920, Serial No. 37,075. Renewed July 7, 1922. Serial No. 573,454.

Application filed May 2, 1927, Serial No. 188,349, and in Great Britain April 12, 1926. Renewed October 11, 1927.

Application filed May 12, 1924, Serial No. 712,721, and in the Netherlands May 28, 1923.

Application filed November 11, 1926, Serial No. 147,785, and in the Union of South Africa January 5, 1926.

No Drawing. Application filed January 15, 1924, Serial No. 686,427, and in Italy January 26, 1923.

No Drawing. Application filed December 20, 1924, Serial No. 757,297. Renewed October 1, 1927.

Original application filed July 24, 1922, Serial No. 577,035, now Patent No. 1,543,416, dated June 23, 1925, and in Canada May 30, 1924. Divided and this application filed August 6, 1924. Serial No. 730,429.

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